

**2019-2022**

**AGREEMENT**

**between the**

**MADISON BOARD OF EDUCATION**

**and the**

**MADISON EDUCATION ASSOCIATION, INC.**

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**2019-2022 AGREEMENT**

**between the**

**MADISON BOARD OF EDUCATION**

**and the**

**MADISON EDUCATION ASSOCIATION, INC.**

This Agreement entered into this \_\_\_ day of \_\_\_\_\_ by and between the Board of Education of the Borough of Madison, New Jersey, hereinafter called the “Board,” and the Madison Education Association, Incorporated, hereinafter called the “Association.”

**WITNESSETH:**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Madison School District is their mutual aim, and

WHEREAS, the qualifications and morale of employees are highly important in the attainment of such objectives, and

WHEREAS, the establishment of mutual understandings as to terms and conditions of employment contribute to high employee morale, and

WHEREAS, The Board and the Association have agreed to negotiate, pursuant to Chapter 123, Public Laws 1974, each has the obligation to negotiate only with the duly recognized representative or representatives of the other with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings, which they desire to confirm in this Agreement, it is hereby agreed as follows:

## **PART A – GENERAL**

### **ARTICLE I RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for:

1. All certificated personnel; but excluding:

Superintendent  
Principals  
Assistant Principals  
Director of Special Services  
Supervisor of Buildings & Grounds  
Business Administrator/Board Secretary  
Director of Curriculum & Instruction  
Supervisors/Department Heads  
Director of Guidance  
Coordinators of Technology  
Permanent Substitutes  
Athletic Director  
Substitutes (per diem)

and other supervisory personnel in accordance with N.J.S.A. 34:13a.1, et. seq.

2. All secretarial/clerical personnel; but excluding:

Secretary to Superintendent  
Secretary to the Business Administrator/Board Secretary  
Secretary to the Assistant Superintendent for Curriculum and Instruction  
Payroll Clerk  
School Accountant  
Technology Integration Specialist  
Technology System Specialist  
Human Resources Assistant

and all confidential personnel as defined by N.J.S.A. 34:13a.1, et seq.

3. All Teacher Assistants

B. Unless otherwise indicated, the term “employee” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as defined above. Unless otherwise indicated, the term “teacher” when used hereinafter in this Agreement shall only refer to all certificated personnel as defined in Section A (1) above. In the event of a conflict between the provisions of Part B, Part C, Part D and Part E of this Agreement, the provisions of Part B shall control for certificated personnel, the provisions of Part C shall control for those employees covered by Part C of this Agreement, the provisions of Part D shall control for those employees covered by

Part D of this Agreement and the provisions of Part E shall control for employees covered by Part E of this Agreement.

- C. Definition of Family. A civil union partner shall be treated the same as a spouse in the definition of family for the purposes of the administration of health insurance, sick leave, personal leave, extended leave, leaves of short duration and any other areas for which the definition of family is a criteria.

## **ARTICLE II NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, and its amendments under Chapter 123, Public Laws of 1974, in a good faith effort to reach an agreement on matters concerning terms and conditions of employment for all employees covered by this Agreement. Such negotiations shall begin in accordance with PERC rules. Any Agreement so negotiated shall not be effective unless reduced to writing and signed by authorized representatives of the Board and the Association.
- B. Each party will give consideration to the other's requests for available information relevant to negotiable terms.
- C.
  - 1. Representatives of the Administration and the Association shall meet as the need arises at mutually agreeable times for the purpose of reviewing and discussing the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
  - 2. Each party shall submit to the other an agenda in advance.
- D. This Agreement incorporates the entire understanding of the parties on all matters, which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matters whether or not covered by the Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. 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.
- F. The two sides will sign off on the scattergram by October 15 of the final year of the current Agreement.

## **ARTICLE III GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. The term "grievance" means a complaint by an individual employee or group that as to him/her or them there has been a violation, misinterpretation, or inequitable application of a specific article or section of this Agreement, or of an adopted

policy of the Board, or of a decision by the Administration affecting said employee or group. The Association may process any such grievance affecting a group or the unit as a whole. When an individual files a grievance, the individual must be present at all hearings.

The term “grievance” shall not be deemed applicable in the following instances:

- a. The failure or refusal of the Board to renew a contract for a non-tenure employee;
  - b. In matters where, at any step, a method of review is prescribed by law or by a rule or regulation of the State Board of Education;
  - c. In matters where the Board is without authority to act.
  - d. Personal leave decisions.
  - e. Bereavement leave flexibility decisions.
2. An “aggrieved person” is the person or persons making the claim.
  3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
  4. The term “immediate” superior means the person to whom the aggrieved is directly responsible.

#### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting the welfare of terms and conditions of employment for employees covered by this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

#### C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. 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 and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. An aggrieved employee shall institute action under the provisions hereof within thirty (30) calendar days of the occurrence of the alleged grievance. Failure to act within this period shall be deemed to constitute abandonment of the grievance.
4. The filing and pendency of a grievance shall in no way affect the normal relationship or responsibility under the contract of an employee with his/her superiors.
5. Level One

An employee with a grievance shall first discuss it with his/her principal or immediate superior, either directly or through the Association's designated Representative, with the objective of resolving the matter informally.

In the event of a grievance alleged by an employee, or a group of employees, not subject to the jurisdiction of any one principal, the Superintendent shall be considered the immediate superior.

6. Level Two

If the aggrieved is not satisfied with the disposition of his/her grievance at Level One within five (5) school days from the determination, or if no decision has been reached within five (5) school days after presentation of the grievance, it may be submitted in writing by the aggrieved or by the chairman of the Association's Committee on Professional Rights and Responsibilities, to the office of the Superintendent of Schools for determination. The grievance shall specify:

- a. The nature of the grievance, including any specific provision(s) of the Agreement alleged to have been violated, if applicable;
- b. The date of the alleged occurrence;
- c. The results of the previous discussion;
- d. The basis of the dissatisfaction with the Level One determination;
- e. An explanation of the relief sought.

A copy of the writing shall be furnished by the aggrieved to the principal and/or the immediate superior of the aggrieved.

Within eight (8) school days from the receipt of the grievance (unless a different period is mutually agreed to), the Superintendent shall hold a hearing at which all parties shall have the right to be heard.

Within eight (8) school days, following the completion of this hearing, the Superintendent shall advise the employee and his/her representative of his/her determination.

#### 7. Level Three

In the event that the Superintendent fails to act or if the determination is deemed unsatisfactory by the aggrieved, within eight (8) school days of his/her failure to act or within eight (8) school days of his/her determination, an appeal may be made to the Board of Education.

If an appeal is taken to the Board, there shall be submitted by the appellant:

- a. The specifications called for under Level Two;
- b. A statement setting forth the appellant's dissatisfaction with the Superintendent's determination.

A copy shall be furnished to the Superintendent and to the principal and immediate superior of the appellant.

If the appellant, in an appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing, or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. Where the appellant requests, in writing, a hearing before the Board, a hearing shall be held.

The Board shall make a determination within thirty (30) calendar days from the receipt of the grievance and shall, in writing, notify the employee, the representative, if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

#### 8. Level Four

- a. If the aggrieved employee is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within thirty (30) calendar days after the grievance was delivered to the Board of Education, and if the grievance arises out of the interpretation of a specific article or section of this agreement, the Association may submit the grievance to arbitration within thirty (30) days.
- b. Within eight (8) school days after such written notice of submission to arbitration, a request for a list of arbitrators shall be made to the New Jersey Public Employment Relations Commission by either party. The parties shall be bound by the rules and procedures of the New Jersey Public Employment Relations Commission in the selection of an arbitrator.

- c. The Arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision not later than twenty (20) calendar days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The Arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The Arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the Arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- d. The costs for the services of the Arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

#### D. Rights of Employees to Representation

1. Any grievant or party in interest covered by this Agreement, may be represented at all stages of the grievance procedure by him/herself, or, at his/her option by a representative selected or approved by the Association. 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. The Board shall have the right to designate or retain a representative to participate at any stage of the grievance procedure.
2. An employee and representatives processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.

#### E. Employees Miscellaneous

1. Necessary forms for the administration of this grievance procedure shall be prepared by the Board of Education in consultation with the Association.
2. Hearings and meetings under this procedure shall be closed sessions except to parties in interest.

### **ARTICLE IV ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Association President shall be released of all non-teaching duties as release time. The schedule shall be worked out in consultation with the principal of the building assuring the President time to handle Association business.
- B. The Association shall meet with new hires as part of the district orientation program.

**ARTICLE V  
BOARD RIGHTS**

Except as otherwise provided in this Agreement and under provisions of applicable laws of the State of New Jersey, the Association recognizes that the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement subject to the Laws of the State of New Jersey and applicable regulations there under to:

- a. direct the employees of the school district;
- b. hire, promote, transfer, assign and retain all employees in positions in the school district, and for just cause, to suspend, demote, discharge or take other disciplinary action against all employees;
- c. relieve all employees from duty because of lack of work or for other legitimate reasons;
- d. maintain the efficiency of the school district operations entrusted to it;
- e. determine the methods, means and personnel by which such operations are to be conducted; and
- f. take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education that the Board of Education is forbidden from waiving any rights or powers granted to it by law.

**ARTICLE VI  
INSURANCE COVERAGE**

- A. Subject to the provisions in paragraph C, the Board of Education will make available full medical coverage for all eligible employees (i.e., those who regularly work a minimum of twenty-five (25) hours per week or more) and their eligible dependents. The Board will not create positions that regularly work less than a minimum of twenty-five (25) hours per week solely to avoid providing health insurance coverage. The Association agrees to move to the SEHBP as of January 1, 2011 or as soon as possible, and will have the choice of all plans available. If the Board chooses to leave the SEHBP, the Board will provide coverage equivalent to or better than the SEHBP. The twenty-five (25) hour rule will revert back to twenty-two (22) hours if the board goes to a private carrier. All employees shall contribute to their healthcare coverage in accordance with New Jersey law (Ch. 78, P.L. 2011). Effective as soon as possible, but not later than January 1, 2017, Direct 15 will be the base plan offered to all employees, with the option for the employee to purchase up to Direct 10 at his/her own expense in addition to the employee's contribution as set forth in Ch. 78, P.L. 2011.
- B. The Board of Education will make available for all eligible employees as defined in Section A and their eligible dependents the New Jersey Dental Service Plan Inc. (or equivalent coverage) and agrees to pay program costs. The Board reserves the right to select the carrier. All new employees hired as of July 1, 1998, who regularly work twenty-two (22) hours per week or more, will be enrolled in a POS or PPO (Preferred Provider Org.) for the individual employee only. The traditional plan and/or eligible dependent coverage will be available at the cost differential.

- C. The Board shall establish a Section 125 plan and bear the cost of the administration of the plan.

## **ARTICLE VII DEDUCTIONS**

In accordance with N.J.S.A. 52:14-15, 9e, as amended, and the rules and regulations of the State Board of Education pertaining thereto, dues for professional membership will be deducted from individual salary accounts by the Board of Education.

## **ARTICLE VIII MISCELLANEOUS PROVISIONS**

- A. The parties to this agreement hereby adopt in full recently legislated law entitled Chapter 477 P.L. 1979.

Said adoption pertains solely to the unit represented by the Madison Education Association. The Board agrees to implement payroll deduction as is presently operative in the district and will include the collection and transmittal of this fee pursuant to the present procedure.

- B. The Association agrees that the Agency Shop Fee to be collected for each listed non-member of the Association shall be no more than the maximum permitted by law, which is currently 85%.
- C. The provisions for collection and transmittal of this Fee shall be governed by Chapter 233, P.L. 1969 (N.J.S.A. 52:14-15, 9e). The Association agrees to establish a demand and return provision to be in effect July 1, 1984, and to save harmless the Board in all matters of application of Paragraph A of this article. It is agreed that Board compliance with the procedure shall release the Board from any further liabilities and the Board shall not be a party to any litigation resulting from individual challenge to this Agreement.
- D. Any individual contract between the Board and an individual teacher, hereto or hereinafter 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.
- E. The Board and the Association each agree to pay one-half (1/2) of the costs of the final printing of this Agreement in booklet form.
- F. Official notices concerning negotiations between the parties shall be given to the president of the Association, the Chair of the Association's negotiations team for the Association, and to the Superintendent for the Board.
- G. The Board agrees to implement a Section 457 Deferred Compensation Plan for all teachers covered by this Agreement.

**ARTICLE IX**  
**DURATION**

- A. This Agreement shall be effective as of July 1, 2019 and shall continue in effect until June 30, 2022, with no reopeners during the term of the Agreement unless mutually agreed by the parties.

## **PART B – TEACHERS**

### **ARTICLE I TEACHER RIGHTS**

Nothing in this Agreement shall be interpreted in any way to deprive an employee of one's civil rights granted under applicable Federal or State laws.

Whenever any teacher is required to appear before the Superintendent, Board, or any committee thereof, in response to formal charges, he/she shall be given prior written notice and shall be entitled to have representatives of one's professional associations present to advise and represent during such meeting or interview.

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

Any negative material to be placed in a personnel file, except for pre-employment references, shall not be so placed unless (1) the teacher receives notice and (2) signs an acknowledgment that the teacher has received such notice. Refusal to sign the acknowledgement will not preclude the placement of any such materials into the personnel folder. It is expressly understood that mere acknowledgment does not constitute agreement with the content of the document, and the teacher has a right to rebut the contents of any such materials.

No teacher shall be disciplined, reprimanded or deprived of any professional advantage without just cause.

### **ARTICLE II SCHOOL CALENDAR**

- A. The Administration will give consideration to Association recommendations regarding the establishment of the annual school calendar and any changes necessary during the school year.
- B. The in-school work year of the teachers other than new personnel who will attend an additional four (4) days of orientation, shall not exceed one hundred eighty-six (186) days for teachers employed on a ten (10) month basis. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required. If snow days exceed the number of days allotted in the approved calendar, one (1) in-service day for teachers shall be converted to an instructional day.

**ARTICLE III**  
**TEACHING HOURS AND TEACHING LOAD**

- A.
1. Teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
  2. Every teacher shall have a duty free lunch period of thirty (30) minutes unless the standard lunch period for students is for a shorter period of time.
  3. The regular workday for teachers shall be 7.5 hours commencing from their designated reporting time and shall include the duty free lunch period. The regular work day for teachers shall also include, in addition to their normal teaching assignments and responsibilities, participation in a fair share of extra-curricular activities, as well as those that call for only occasional evening assignments. Reporting time for teachers will be no later than 7:35 a.m. for the High School, 7:45 a.m. for the Junior School, and 8:15 a.m. for elementary schools. Any changes in reporting time for teachers will be discussed and agreed upon by the Administration and the Association no later than June 30th of each year for the following school year.
  4. Whenever a single session day is scheduled, there will be a minimum of four (4) hours of pupil instruction in grades one through twelve. Kindergarten instruction shall be two hours in length for both a.m. and p.m. classes.
  5. Regular Kindergarten sessions shall be two and three quarter ( $2\frac{3}{4}$ ) hours in duration.
  6. The regular school day at the high school may be augmented by the addition of a forty-five (45) minute period before the regular school day. Except on Mondays, teachers who are assigned a zero period class shall be allowed to leave at 2:20 p.m. if they do not have a last period assignment unless directed by the Principal otherwise.
- B.
1. Teachers will normally be scheduled for not more than twenty-seven and one-half ( $27\frac{1}{2}$ ) hours of instruction per week.
  2. Under normal circumstances, teachers in grades six through twelve will not be assigned to teach in more than two broad subject disciplines.
  3. Within the limitations of available facilities, classroom teachers will not be assigned to more than three different classrooms in one day.
- C. Teachers shall reserve no more than three (3) Monday afternoons per month for professional meetings, inservice workshops and parent conferences. Additional Monday afternoons may be used for optional professional development; however, teachers are not required to stay for the additional hour on such Mondays. No meetings will be scheduled the Monday before report cards are due. If additional meetings are required, they will be arranged between the Administration and the Executive Committee of the Association. Meetings will terminate no later than one (1) hour after the end of the designated school day. There will be no Monday meetings when there is a scheduled Association function. (two (2) times per year)

- D. When conferences are scheduled for grades kindergarten through eight, two (2) days of single sessions shall be scheduled. Consideration shall be given to the Association recommendations on the conference schedules. There shall be evening conferences twice per year for all K-8 all teachers which will occur between the hours of 5:00 p.m. and 8:00 p.m., which shall be indicated on the annual school calendar. Kindergarten teachers will be released from Monday meetings during the months of conferences.
- E. Elementary teachers shall be so scheduled as to relieve them of class responsibility for five (5) periods each full workweek for use as a preparation period. Teachers in the Junior School and High School will be scheduled for at least one (1) regular length period each day as a preparation period.

**ARTICLE IV  
NON-TEACHING DUTIES**

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and to develop and maintain a positive and effective learning climate within the school. Teachers will only be assigned clerical, custodial, or other non-direct teaching functions, which are class related.
- B. Mileage will be reimbursed at the OMB rate per mile. If the IRS rate is allowed sometime in the future, the mileage reimbursement will revert back to the IRS rate.

**ARTICLE V  
SALARIES**

- A. The actual salaries for teachers covered by this Agreement are set forth in Schedule A. Salaries for extra-curricular activities are set forth in Schedule B.
- B. Newly employed teachers shall be placed on the proper step of the appropriate preparation guide in accordance with the following:
  - 1. Those with no teaching experience shall be employed at the minimum salary except that credit may be given for experience evaluated by the Superintendent to be of direct educational value to the school system.
  - 2. Those with previous teaching experience in an accredited educational institution will normally be given full credit for such experience except that actual credit shall be determined by the Superintendent on the basis of his evaluation.
  - 3. Credit for up to four (4) years military service shall be given as provided by Federal and State law. Credit shall be given as determined by the Superintendent, for Peace Corps, Vista, National Teacher Corps, Job Corps, or time spent on a Fulbright Scholarship.
- C.
  - 1. The procedure from minimum to maximum, assuming satisfactory service, shall be in accordance with the schedule attached.

Salary increases as indicated in the guide represent the general policy for teachers who show evidence of satisfactory continued professional improvement and development.

D.

1. Activities that require regular attendance beyond the agreed upon ending time established as per Article III, Section A (3), or in the evening, or on weekends, are normally regarded as qualifying for extra compensation. Assignments qualifying for extra compensation activities shall be posted and, in the absence of volunteers, involuntary assignments shall be for not longer than one school year and shall be assigned on a rotating basis. Extra compensation shall at no time become a part of the teaching salary. See Schedule B for payment of Extra-Curricular Activities.
2. Teachers who write curriculum projects shall be paid according to the following: \$1,200 per person for a full year course, \$800.00 per person for a semester course, and \$250.00 per person for a course revision. The Director of Curriculum and Instruction and the staff members shall discuss the number of staff members assigned for curriculum projects.
3. Teachers who attend IEP meetings or “staffings” that last beyond the regular workday (A.M. or P.M.) or during lunchtime shall be compensated at the rate of \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022.
4. Authorized mileage incurred on school duties shall be reimbursed at the State OMB Rate in effect at the time the activity takes place.
5. A teacher traveling between buildings on any given day will be provided one full period to do so.
6. If a teacher at the high school is required to teach a 6<sup>th</sup> class, said teacher will be afforded a stipend of \$7,500 for a full year of teaching a 6<sup>th</sup> class, and prorated for teaching a 6<sup>th</sup> class for part of the year.
7. Nurses will be compensated at the following hourly rates:

Administrative paperwork/tasks (reviewing athletic physicals and IHP’s immunization, etc. for the opening of school):	\$46.00 per hour in 2019-2020 \$50.00 per hour in 2020-2021 and 2021-2022
Performing physicals/screenings extended school year program:	\$46.00 per hour in 2019-2020 \$50.00 per hour in 2020-2021 and 2021-2022
8. Lunch duty for elementary schools will be assigned on a rotating basis. Every attempt will be made not to assign any teacher more than four (4) duties per month, excluding weather related indoor recess.
9. Teachers chaperoning/supervising-including but not limited to: dances/socials, athletic event crowd control, concert and play supervision, field trips extending beyond

school hours, student service activities (such as Arbor Day), lighting for school concerts, will receive an hourly rate of \$46.00 in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022.

10. Teachers who teach mini-courses, are home instructors or world language translators will be compensated at the rate of \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022.
11. Teachers who teach in-service courses will be compensated \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022 for preparation and presentation time. Teachers who teach the same course multiple times shall be compensated for subsequent presentations (no prep) at the rate of \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022. Teachers may choose professional development hours in lieu of remuneration.
12. Teachers who are denied a preparation period during the day will be compensated \$46.00 per occasion in 2019-2020 and \$50.00 per occasion in 2020-2021 and 2021-2022.
13. Certified staff will be compensated at the rate of \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022 for teaching during the extended school year. Teachers serving as TA's during the extended school year shall be compensated at the rate of \$18.00 per hour. Teacher assistants shall be compensated at the individual's hourly rate.
14. Should the Board change any of its procedures regarding submission for reimbursement and/or compensation for activities, it will provide the Association with thirty (30) days' notice of such change.
15. Staff members who are approved to provide translation services will be compensated at the rate of \$46.00 per hour in 2019-2020 and \$50.00 per hour in 2020-2021 and 2021-2022 for their time during contract hours with the exception that the service will be considered a professional responsibility at parent conferences, Back to School Night, and during any non-instructional duty periods. In these instances, payment for translation services will not be granted. Staff members will not be eligible for payment for translation services unless the service is provided with the pre-approval of the building principal. Staff members that provide authorized translation services will be paid a minimum of 0.5 hours (30 minutes) of translation for each occurrence.

E.

1. Teachers may individually elect to have a portion of their monthly salary deducted from their pay. The money so deducted will be deposited in a financial institution credited to, and the responsibility of, the individual teacher.

**ARTICLE VI  
TEACHER ASSIGNMENT**

Notice of assignment for the following year will be given prior to closing of school. If a subsequent change in assignment is necessary, the decision will be discussed with the person concerned as soon as possible.

**ARTICLE VII  
TRANSFER AND RE-ASSIGNMENT**

- A. Known vacancies will be publicized throughout the system. Teachers interested in a transfer or reassignment for the next year may so indicate through completing the proper section of the annual notice of intent distributed by the Superintendent each January. All forms will be returned directly to the Superintendent for review. In filling such vacancies, consideration shall be given to qualified teachers employed by the Board. All reassignment or transfer requests will be given careful consideration. However, final determination shall rest with the Board. The Superintendent will notify each candidate of his/her status prior to the Board's action.
  
- B. When the Superintendent has determined that a transfer is required, he/ she will consider the teacher's level and quality of training, competency, length of service, experience in similar positions, suitability for the new assignment and other evidence of proven effectiveness, before making recommendations for reassignment to the Board.

**ARTICLE VIII  
PROMOTION**

Known vacancies will be publicized throughout the system. Applications of all qualified personnel will be given careful consideration. The Superintendent will notify each candidate of his/her status prior to the Board's action.

**ARTICLE IX  
EVALUATION**

- A.
  - 1. All observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
  - 2. Teachers shall be evaluated by properly certified members of the administrative staff. All evaluations shall be in accordance with New Jersey law.
  - 3. Observations of a teacher's performance shall be made as often as necessary in order to provide the observer with an accurate and valid appraisal of the teacher's effectiveness.
  - 4. A teacher shall be given a copy of any observation report prepared by his/her observer. The teacher shall be given the opportunity to provide a written reaction to the observation if he/she so requests.

5. The reports shall include the strengths as well as the weaknesses of the teacher, and specific suggestions for improvement.
6. Prior to the final report of evaluation and recommendation by the principal to the Superintendent, every teacher shall have received a minimum of one observation or a mid-year project progress report submitted by the teacher.
7. The principal's annual evaluation and recommendation to the Superintendent will be made known to the teacher prior to receipt of his/her contract for the succeeding year.

**B.**

A teacher shall have the right, upon request, to review the contents of his/her personnel file.

**C.**

1. The performance of each teaching staff member shall be evaluated annually by the members of the administrative supervisory staff responsible for the individual's supervision. This evaluation shall consider the individual's total contribution to the school with major emphasis placed upon the performance in the classroom and its effect on the learning of the pupils.
2. Individual written comments regarding the contributions made by all professional staff members will be forwarded to the Superintendent by each building principal during March of each year. A copy of the comments will be given to the staff member concerned.
3. Upon reaching the final determination as to whether a teaching staff member will be renewed, the Board of Education, through the Superintendent, shall notify, in writing, each such staff member of this decision by May 15. Included shall be the preparation level, years of teaching, military service credit, and placement on the guide. Any teacher not being retained may have a statement in writing from the Superintendent of reasons, if requested.

**ARTICLE X  
FACILITIES**

- A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained. When practicable and possible, a lounge and/or workroom will be made available in each building.
- B. Itinerant teachers will, whenever possible, have storage facilities in each building serviced and have a desk and file cabinet available at their home base.
- C. Buildings are open to teachers the following hours on school days. Teachers returning to their assigned building after buildings are closed shall make prior arrangements with the Building Principal in order to maintain proper building security.

Elementary	7:00 a.m. - 9:00 p.m.
Junior School	7:00 a.m. - 9:00 p.m.
High School	7:00 a.m. - 9:00 p.m.

**ARTICLE XI**  
**TEACHER-ADMINISTRATION-LIAISON**

- A. The Association shall select a Liaison Committee for each school building. The committee shall meet at least once a month at a mutually agreeable time provided either the teachers or the principal indicates a need for the meeting. Said committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than three (3) members.
- B. The Association's building representatives to the Round Table, along with the President and Vice President, shall meet with the Superintendent and designated staff at least once a month from October to May to review and discuss current school problems and practices. The Superintendent may, at his/her discretion, call upon the Building Principals to attend. A copy of the minutes of this meeting shall be forwarded to the Association President, Vice President, and each Round Table representative.

**ARTICLE XII**  
**LEAVES OF ABSENCE**

- A. All contract teachers shall be entitled to sick leave according to the following schedule:
  - 1. All contract teachers employed on a ten (10) month basis shall be allowed sick leave with full pay for ten (10) school days during the in-school work year.
  - 2. Teachers employed for less than the number of months indicated above shall receive a prorated number of sick leave days as of the first day of employment.
  - 3. If any such person requires, in any contract year, less than the number of days of sick leave with pay allowed, all days not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
  - 4. Unit members shall be given a written accounting of accumulated sick days no later than September 15 of each school year.
- B. A sabbatical leave may be granted to a teacher by the Board of Education for advanced study, including study in another area of specialization, for extended travel, or for any other reason of value to the school system, subject to the following conditions:
  - 1. Proposal is recommended by the Superintendent of Schools.
  - 2. Sabbatical leave may be requested by certificated personnel after completion of five (5) consecutive years of service in the Madison Public Schools.
  - 3. Sabbatical leave may be granted to a maximum of two percent (2%) of teachers at any one time.

4. Persons who have completed a sabbatical leave program shall become eligible for consideration again after completing an additional seven (7) consecutive years of service.
5. Requests for sabbatical leave for the subsequent academic year must be received by the Superintendent in writing no later than February 1. Action will be taken on all such requests no later than the regular meeting of the Board of Education in March.
6. The Board will grant the person on leave full pay for one-half school year or half-pay for one full school year.
7. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level, which he would have achieved had he remained actively employed in the system during the period of his absence.
8. The recipient of a sabbatical leave will help the substitute, supervisors and administrators plan activities to be carried out during his/her absence.
9. The recipient will agree by signed contract prior to going on leave status to return and assume professional responsibilities in the Madison Public Schools for at least the next three (3) succeeding years or repay to the Board the stipend granted during his/her leave at the rate of one-third (1/3) of the total for each year not worked.
10. Teachers on a full school year sabbatical leave shall notify the Superintendent of intent to return by February 1. Teachers on one-half school year sabbatical leave from September to January shall notify the Superintendent of intent to return by November 15; teachers on one-half school year sabbatical leave from February to June shall notify the Superintendent of intent to return by April 15.

#### C. Personal Leave

1. Five (5) days leave of absence for legal, business, personal, or family matters which cannot be cared for during out of school hours will be granted at full salary in any academic year. A reason does not need to be given for any of the personal days.
2. All unused personal days shall roll over into accumulated sick leave.
3. Except in cases of emergency, requests for personal leave shall not be granted on the day prior to or subsequent to a holiday or school vacation period.
4. Except in cases of emergency, requests for personal leave shall be made electronically or in writing to the building principal at least forty-eight (48) hours in advance of the desired absence.
5. An individual request for an extension of personal leave in excess of five (5) days may be granted at the sole discretion of the Superintendent whose decision shall be final and cannot be grieved.

#### D. Bereavement Leave

1. Up to a maximum of five (5) working days per occurrence, one of which may be utilized up to sixty (60) days after the day of death, shall be granted to an employee who suffers a death in the immediate family. "Immediate Family" includes spouse/significant other (domiciled with employee), civil union partner, mother, father, mother-in-law, father-in-law, child, brother, sister, grandparent, grandchild, step-mother and step-father.
  2. Up to two (2) consecutive working days per occurrence shall be granted to an employee who suffers a death of a specified relative who is not a member of the immediate family. Specified relatives include: brother-in-law, sister-in-law, aunt, uncle, cousin, nephew, and niece.
  3. In the event of extenuating circumstances, requests for flexibility in the application or use of Bereavement Leave will be considered. The refusal to grant any such request shall not be subject to the grievance procedure.
- E. Requests for leave of absence for one school year to permit teachers to participate in the international educational exchange program or similar government sponsored programs carried on by the Department of State will be considered. The maximum number of teachers granted leave to participate under this provision may not exceed three (3) in any one year. Requests will be considered in the order in which they are received.
1. The matter of leave with pay or leave without pay will be stated as one of the provisions of the request since conditions of the international educational exchange program vary.
  2. Permission to participate in the international exchange program will be granted not more than once in seven (7) years to any one teacher.
  3. Requests will be limited to teachers on tenure.
  4. Personnel participating in the international educational exchange program will receive experience credit on the salary guide.
- F. A leave of absence without pay may be given to tenure teachers upon request to the Board for a person who is to engage in full time graduate study, or who joins the Peace Corps, VISTA, or the National Teacher Corps. Such leave is not to exceed one (1) academic year, except two (2) years for Peace Corps. A teacher will be granted full credit for salary purposes for the time involved.
- G.
1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations, and case law.
    - a. Absent medical documentation to the contrary, teachers will be presumed disabled as a result of pregnancy/childbirth for thirty (30) calendar days before and after the date of delivery. Other than completing the U.S. Department of Labor Form WH-380, "Certification of Health Care Provider," no other medical documentation shall be required in order to use sick leave during this

period. Teachers may use sick leave outside of the thirty (30) day period upon providing medical documentation evidencing a pregnancy/childbirth related disability.

- b. Teachers shall utilize their entitlement to sick leave for all pregnancy/childbirth-related disability prior to commencing Family and Medical Leave Act (“FMLA”) leave. In accordance with its eligibility rules and regulations, teachers shall use FMLA leave for any period of pregnancy/childbirth-related disability during which the teacher has no sick leave available.
  2. Family leave for the care of a newborn or newly-adopted child will be granted, without pay, to eligible teachers in accordance with the federal Family and Medical Leave Act and the state Family Leave Act (“NJFLA”) and applicable regulations. Leave taken for the same purpose; e.g. to care for a newborn, shall count simultaneously against both the FMLA and NJFLA. Notwithstanding the foregoing, if an employee is utilizing FMLA leave because of his or her own disability, including a disability related to pregnancy or childbirth, and a child is born or adopted while he or she is still on FMLA disability leave, the intervening birth, adoption or serious family illness does not convert the FMLA leave to a leave under the NJFLA. For as long as the employee continues to be eligible for FMLA leave based on his or her own disability, the leave does not simultaneously count against the employee’s entitlement under the NJFLA.
  3. Leave for the care of a newborn or newly adopted child will be granted, without pay, to tenured teachers, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year may be approved at the Board’s discretion. Time on unpaid leave pursuant to this paragraph shall not be credited for tenure accrual and salary guide advancement.
  4. Requests for unpaid leave pursuant to paragraph 3 by non-tenured teachers may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.
  5. A teacher must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the teacher is informed of the date custody of the child will be obtained.
- H. Military leave shall be given for active and training duty as prescribed by applicable statutes. Full credit shall be given for salary purposes, but such leave time shall not be creditable toward fulfillment of the probationary period according to state regulations.
- I. Leaves without pay, not designated herein, may be considered by the Superintendent on the merits of the individual request.
- J. Teachers resigning from the district after fifteen (15) years of service in the district at the time of termination, or teachers retiring from the district under the New Jersey Teachers Pension and Annuity Fund Plan will be compensated for one-third (1/3) of their unused

sick leave entitlement accumulated under the provisions of Paragraph A of the Article. Compensation rate per diem is to be one two-hundredths (1/200) of the teacher's base contract salary at the time of eligible resignation or retirement.

Effective July 1, 1992, the benefit conferred shall be preserved such that all teachers shall receive the benefit at the dollar level accumulated and calculated as of June 30, 1992. This calculation will be made by the Board and conveyed to the teacher indicating the precise amount of the entitlement upon resignation or retirement. This amount will not increase hereafter.

If, however, the benefit level calculated as of June 30, 1992, is less than \$19,500, those teachers will be permitted to accumulate additional credit such that the benefit can increase up to a maximum of \$19,500.

All teachers hired on July 1, 1992, or after shall receive a benefit calculated according to the first paragraph of this Article XII (J), but that benefit shall not exceed \$5,000.

K. The Board recognizes and honors all state and federal leave acts.

### **ARTICLE XIII SUBSTITUTES**

The Board will make a reasonable effort to provide duly qualified substitutes. Substitutes will be assigned to cover duties of absent teachers, where necessary, provided qualified substitutes are available.

### **ARTICLE XIV PROFESSIONAL DEVELOPMENT**

All provisions under this Article shall be administered in accordance with P.L. 2010, Chapter 13, cited as N.J.S.A. 18A:6-8.5 and N.J.S.A. 18A:6-8.6, which governs the requirements for tuition assistance and/or additional compensation (such as salary guide credit or advancement), for completion of academic credits or degree programs, taken at an institution of higher education, as defined by the aforementioned statute.

As is true in all professions, the primary responsibility for upgrading and updating rests with the individual. However, the Board recognizes the potential value of continuing course work when such study is directly relevant to the teacher's field and to his/her performance in the classroom. Salary guide movement as a result of receiving an advanced degree will occur twice per year – on or about September 1<sup>st</sup> and on or about February 1<sup>st</sup>.

The Board agrees to pay tuition as follows:

Annual tuition reimbursement for the unit is subject to a cap of \$75,000 per year (July 1 to June 30). Payments shall be made by July 30 of each year for courses completed on or before June 30.

Courses approved shall be reimbursed at a rate of up to \$450.00 per credit for up to nine (9) credits per year for all teachers, depending on the availability of funds.

In the event that the \$75,000 cap is not enough to cover all eligible credits, the reimbursement process will be as follows:

Reimbursement will be paid at the rate above for the first credit unless the cost of the requests for first credit reimbursement exceeds the fund. In such an instance, the fund will be equally divided among the requesting staff members.

If the fund is not exceeded, reimbursement at the same rate for second credit requests will commence, after all first credit requests have been paid in full. If the cost for second credit reimbursement exceeds the fund, the available monies in the fund will be equally divided among the requesting staff members.

After the second credit requests have been paid in full, requests for third credit reimbursement will be considered in the same process and manner as the second credit requests. This process shall be followed until all requests or all of the monies in the fund are exhausted.

On or about June 15, the Board shall provide verification data to the President of the Association regarding reimbursement. The information shall include the names of the individuals, the number of credits earned, the names of the courses, and the total cost per person.

Tenured and non-tenured teachers shall continue to receive salary guide credit for approved courses.

Graduate credits applicable for salary guide advancement in accordance with the Article are to meet the following conditions:

- a. Credits earned for the Masters column are to be earned in a matriculated graduate degree program for a higher degree in which case the courses must be those offered by an accredited institution in a legitimate college graduate degree program requiring scheduled participation (either in class, Internet connection or by distance learning) for advanced study over at least one term or semester in which regular participation (either in class, Internet connection or by distance learning), examinations, presentations, or papers are required of the student.
- b. Graduate credits for application beyond the Masters column may be earned in a non-matriculated program in which case the courses must be those offered by an accredited institution in a legitimate college graduate degree program requiring scheduled participation (either in class, Internet connection or by distance learning) for advanced study over at least one term or semester in which regular participation (either in class, Internet connection or by distance learning), examinations, presentations, or papers are required of the student.
- c. Mini-courses given for salary guide credit and carrying one-half Madison in-service credit for each five sessions of two hours duration, following successful participation and completion of course requirements, may be applied for advancement beyond the Master's column.

Workshops, seminars and courses, which do not meet the graduate course requirements above in matriculated programs may be approved but will be eligible only for tuition or registration

reimbursement. In all instances, whether for salary guide advancement or tuition reimbursement, prior approval and authorization of the Superintendent and the Board will be required.

No tuition reimbursement will be provided for courses, which may lead to certification as a school administrator, principal, supervisor, or school business administrator, unless such a course is part of a pre-approved degree program.

Whenever in the best judgment of the Superintendent it is in the best interest of the school system, support will be given through administrative scheduling of conferences and workshop attendance for designated teachers.

**Return of Service Obligation:** Effective July 1, 2016, all employees receiving tuition reimbursement agree to continue employment for at least two (2) years following receipt of payment, or shall repay said amount, and shall indemnify the Board for the collection costs if it must pursue collection. The return of service obligation shall not apply in cases of nonrenewal, RIF, or death.

**SCHEDULE A  
MADISON SCHOOL DISTRICT TEACHER SALARY GUIDE**

2019-2020				2020-2021				2021-2022			
Step	BA	MA	MA+30	Step	BA	MA	MA+30	Step	BA	MA	MA+30
1-2	54,516	59,366	68,816	1	55,071	59,921	69,371	1	56,831	61,681	71,131
3	55,286	60,136	69,586	2-3	55,571	60,421	69,871	2	57,216	62,066	71,516
4	55,956	60,806	70,256	4	56,376	61,226	70,676	3-4	57,601	62,451	71,901
5	56,846	61,696	71,146	5	57,176	62,026	71,476	5	57,986	62,836	72,286
6-7	57,621	62,471	71,921	6	58,076	62,926	72,376	6	58,636	63,486	72,936
8-9	58,521	63,371	72,821	7-8	58,976	63,826	73,276	7	59,511	64,361	73,811
10-11	60,026	64,876	74,326	9-10	60,476	65,326	74,776	8-9	61,011	65,861	75,311
12	62,826	67,676	77,126	11-12	63,276	68,126	77,576	10-11	63,811	68,661	78,111
13	65,626	70,476	79,926	13	66,226	71,076	80,526	12-13	66,786	71,636	81,086
14	68,826	74,004	83,126	14	69,351	74,529	83,651	14	69,936	75,114	84,236
15	72,126	77,608	86,426	15	72,701	78,183	87,001	15	73,286	78,768	87,586
16	75,626	82,428	89,926	16	76,251	83,053	90,551	16	76,836	83,638	91,136
17	79,326	85,316	93,626	17	80,001	85,991	94,301	17	80,686	86,676	94,986
18	83,276	89,875	97,576	18	83,951	90,550	98,251	18	84,676	91,275	98,976
19	88,576	95,378	102,876	19	89,241	96,043	103,541	19	89,916	96,718	104,216

KWRAP Salary Guide						
	2019-20		2020-21		2021-22	
1	46,255		1	47,365	1	48,560
2	46,880		2	47,990	2	49,185
3	47,805		3	48,915	3	50,110
4	48,743		4	49,853	4	51,048
5	49,705		5	50,815	5	52,010

**LONGEVITY** – Upon the anniversary date of the completion of years of service to the Madison School District, teachers will receive:

	2019-20	2020-21	2021-22
15 – 19 years	1,100	1,100	1,100
20 – 24 years	1,425	1,425	1,425
25 years or more	1,780	1,780	1,780

Longevity provisions shall NOT apply to employees hired as of *July 1, 1998*.

**DOCTORATE** – A person who has obtained a doctorate degree will be paid as follows:

2019-20	2020-21	2021-22
1,821	1,821	1,821

**SCHEDULE B  
EXTRA-CURRICULAR SALARY GUIDES 2019-2022**

Under this guide, Step 1 applies to individuals with 1 or 2 years of experience in the position, Step 2 applies to individuals with 3 or 4 years of experience in the position, Step 3 applies to individuals with 5 or 6 years of experience in the position and Step 4 applies to individuals with 7 or 8 years of experience in the position.

In years 7-12 in the Madison School District, individuals will be paid an additional \$200/year as a longevity payment.

In years 13-18 in the Madison School district, individuals will be paid an additional \$400/year as a longevity payment.

In years 19-24 in the Madison School district, individuals will be paid an additional \$600/year as a longevity payment.

In years 25 and above in the Madison School district, individuals will be paid an additional \$800/year as a longevity payment.

<b>Extra-Curricular Salary Guide for 2019-2020 and 2020-2021</b>					
<b>ECA POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
<b>MHS – Non-Athletic</b>					
A Capella					\$500
Art Club					\$500
Auditorium Director					\$5,000
Chess					\$520
Class Advisor Frosh					\$2,076
Class Advisor Soph.					\$2,076
Class Advisor Junior	\$2,514	\$2,937	\$3,441	\$4,069	
Class Advisor Junior	\$2,514	\$2,937	\$3,441	\$4,069	
Class Advisor Senior	\$2,514	\$2,937	\$3,441	\$4,069	
Class Advisor Senior	\$2,514	\$2,937	\$3,441	\$4,069	
Debate					\$500
DECA					\$2,122
Diversity Club					\$981
Dodger	\$2,150	\$2,925	\$3,076	\$3,715	
Drama Director	\$3,294	\$3,672	\$4,120	\$4,682	
Drama Director Asst.	\$2,150	\$2,925	\$3,076	\$3,715	
Drama and Poetry Club					\$500
Drama Set Designer					\$2,076
GSA					\$1,960
Glyphs	\$2,331	\$2,762	\$3,266	\$3,891	
Graphic Design					\$981
Habitat for Humanity					\$981
Harvard Model Congress					\$981
Healthy Living Club					\$500
Interact Club					\$2,122
Junior States					\$981

Jazz Band	\$2,331	\$2,762	\$3,266	\$3,891	
Key Club					\$2,122
Marching - Head	\$5,076	\$5,485	\$5,949	\$6,581	
Marching - Assistant	\$2,703	\$2,948	\$3,227	\$3,605	
Marching - Specialist Color					\$2,200
Marching/Show Band Specialist					\$2,200
Marching/Show Band Specialist					\$2,200
Marching/Show Band Specialist					\$2,200
Marching - Support					\$1,800
Marching - Support					\$1,800
Musical Voice Director	\$2,437	\$2,616	\$2,820	\$3,090	
Musical Conductor	\$2,165	\$2,325	\$2,506	\$2,747	
Musical Director	\$5,415	\$5,814	\$6,265	\$6,867	
Musical Producer	\$2,437	\$2,616	\$2,820	\$3,090	
Musical Set Builder	\$2,165	\$2,325	\$2,506	\$2,747	
National Honor Society					\$981
PGC	\$5,415	\$5,814	\$6,265	\$6,867	
PGC	\$5,415	\$5,814	\$6,265	\$6,867	
Percussion					\$500
Photography					\$500
Physics Olympics					\$1,100
Ping Pong					\$500
Project Aware					\$981
Red Cross					\$500
Robotics Head					\$5,000
Robotics Assistant					\$3,200
Select Chorus/ Jazz Choir	\$1,532	\$1,943	\$2,387	\$2,756	
Service Learning Coordinator					\$5,000
Special Olympics Club					\$2,400
Student Ambassadors					\$500
Student Council	\$2,331	\$2,762	\$3,266	\$3,891	
Student Council	\$2,331	\$2,762	\$3,266	\$3,891	
Talent Show Coordinator					\$289
Technology Students Association					\$500
TV Production					\$2,076
Women's Empowerment					\$500
World Language Honors Society					\$340
World Language Club					\$520
Yearbook Business	\$2,960	\$3,401	\$3,814	\$4,241	
Yearbook Technical	\$3,558	\$3,996	\$4,401	\$4,824	
<b>MHS – Boys Sports</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Baseball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Baseball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Baseball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Baseball Head	\$6,176	\$6,744	\$7,325	\$7,789	
Basketball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Basketball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Basketball Head	\$6,176	\$6,744	\$7,325	\$7,789	

Bowling Head	\$4,539	\$4,950	\$5,422	\$6,038	
Cross County Assistant	\$3,968	\$4,379	\$4,851	\$5,467	
Cross County Head	\$5,441	\$5,846	\$6,307	\$6,912	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Assistant	\$5,415	\$5,814	\$6,265	\$6,867	
Football Head	\$7,791	\$8,180	\$8,600	\$9,209	
Golf Head	\$4,539	\$4,950	\$5,422	\$6,038	
Golf Assistant	\$3,174	\$3,503	\$3,881	\$4,374	
Ice Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Ice Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Ice Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Ice Hockey Head	\$6,176	\$6,744	\$7,325	\$7,789	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Head	\$6,176	\$6,744	\$7,325	\$7,789	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Head	\$6,176	\$6,744	\$7,325	\$7,789	
Swimming Head	\$5,441	\$5,846	\$6,307	\$6,912	
Tennis Assistant	\$3,968	\$4,379	\$4,851	\$5,467	
Tennis Head	\$5,441	\$5,846	\$6,307	\$6,912	
Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Track Head	\$6,176	\$6,744	\$7,325	\$7,789	
Winter Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Winter Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Winter Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Winter Track Head	\$6,176	\$6,744	\$7,325	\$7,789	
Wrestling Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Wrestling Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Wrestling Head	\$6,176	\$6,744	\$7,325	\$7,789	
<b>MHS – Girls Sports</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Basketball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Basketball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Basketball Head	\$6,176	\$6,744	\$7,325	\$7,789	
Cheerleading(Fall)	\$3,968	\$4,379	\$4,851	\$5,467	
Cheerleading(Winter)	\$3,968	\$4,379	\$4,851	\$5,467	
Field Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Field Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Field Hockey Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Field Hockey Head	\$6,176	\$6,744	\$7,325	\$7,789	
Golf Head	\$4,539	\$4,950	\$5,422	\$6,038	

Ice Hockey Assistant Coach	\$4,870	\$5,275	\$5,736	\$6,341	
Ice Hockey Head Coach	\$6,176	\$6,744	\$7,325	\$7,789	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Lacrosse Head	\$6,176	\$6,744	\$7,325	\$7,789	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Soccer Head	\$6,176	\$6,744	\$7,325	\$7,789	
Softball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Softball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Softball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Softball Head	\$6,176	\$6,744	\$7,325	\$7,789	
Swimming Assistant	\$3,968	\$4,379	\$4,851	\$5,467	
Swimming Head	\$5,441	\$5,846	\$6,307	\$6,912	
Tennis Assistant	\$3,968	\$4,379	\$4,851	\$5,467	
Tennis Head	\$6,176	\$6,744	\$7,325	\$7,789	
Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Track Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Track Head	\$6,176	\$6,744	\$7,325	\$7,789	
Volleyball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Volleyball Assistant	\$4,870	\$5,275	\$5,736	\$6,341	
Volleyball Head	\$6,176	\$6,744	\$7,325	\$7,789	
Weight Room Fall	\$2,200	\$2,200	\$2,200	\$2,200	
Weight Room Spring	\$2,200	\$2,200	\$2,200	\$2,200	
Weight Room Winter	\$2,200	\$2,200	\$2,200	\$2,200	
Weight Room Summer	\$2,200	\$2,200	\$2,200	\$2,200	
<b>MJS Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
6th Grade Team Leader					\$1,966
6th Grade Team Leader					\$1,966
7th Grade Team Leader					\$1,966
7th Grade Team Leader					\$1,966
8th Grade Team Leader					\$1,966
8th Grade Team Leader					\$1,966
Special Area Team Leader					\$600
Special Area Team Leader					\$600
Advisory Coordinator					\$700
Book Club					\$350
Chess Club					\$350
Conflict Resolution					\$2,053
Conflict Resolution					\$2,053
Drama Director	\$2,331	\$2,762	\$3,266	\$3,891	
Drama Assistant Director	\$1,420	\$1,682	\$1,988	\$2,370	
Drama Set Design/Builder					\$1,625
Green Team					\$350
Green Team					\$350

Jazz Band	\$1,532	\$1,943	\$2,387	\$2,756	
Madison Makers					\$981
Musical Director	\$2,331	\$2,762	\$3,266	\$3,891	
Musical Assistant Director	\$1,420	\$1,682	\$1,988	\$2,370	
Musical Set Design/Builder					\$1,625
Peer Leader Advisors					\$350
Peer Leader Advisors					\$350
Robotics					\$1,200
Robotics					\$1,200
Student Council	\$3,521	\$3,914	\$4,365	\$4,945	
Student Council	\$3,521	\$3,914	\$4,365	\$4,945	
Yearbook	\$2,551	\$2,981	\$3,440	\$4,129	
Yearbook	\$2,551	\$2,981	\$3,440	\$4,129	
<b>Elementary Positions (per school)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Student Council					\$350
Student Council					\$350
Chess Club					\$350
Peer Mediation					\$350
Peer Mediation					\$350
Musical Producer/Director					\$1,500
Elementary Gardens Club					\$981
<b>Elementary Positions (District)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Nurse Team Leader					\$3,000
All City Band	\$1,532	\$1,943	\$2,381	\$2,756	
All City Orchestra	\$1,532	\$1,943	\$2,381	\$2,756	
K-12 STEAM Coordinator					\$5,000
K-12 Arts Coordinator					\$5,000
Student Council					\$350
Student Council					\$350
Chess Club					\$350
Peer Mediation					\$350
Peer Mediation					\$350
Musical Producer/Director					\$1,500
Elementary Gardens Club					\$981
Student Council					\$350
Student Council					\$350
Chess Club					\$350
Peer Mediation					\$350
Peer Mediation					\$350
Musical Producer/Director					\$1,500
Elementary Gardens Club					\$981

**Extra-Curricular Salary Guide for 2021-2022**

<b>ECA POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
<b>MHS – Non-Athletic</b>					
A Capella					\$985
Art Club					\$985
Auditorium Director					\$5,100
Chess					\$985
Class Advisor Frosh					\$2,100
Class Advisor Soph.					\$2,100
Class Advisor Junior	\$2,514	\$2,937	\$3,441	\$4,100	
Class Advisor Junior	\$2,514	\$2,937	\$3,441	\$4,100	
Class Advisor Senior	\$2,514	\$2,937	\$3,441	\$4,100	
Class Advisor Senior	\$2,514	\$2,937	\$3,441	\$4,100	
Debate					\$985
DECA					\$2,165
Diversity Club					\$985
Dodger	\$2,193	\$2,968	\$3,119	\$3,800	
Drama Director	\$3,388	\$3,766	\$4,214	\$4,776	
Drama Director Asst.	\$2,224	\$2,999	\$3,150	\$3,789	
Drama and Poetry Club					\$985
Drama Set Designer					\$2,118
GSA					\$2,165
Glyphs	\$2,386	\$2,817	\$3,321	\$3,950	
Graphic Design					\$985
Habitat for Humanity					\$985
Harvard Model Congress					\$985
Healthy Living Club					\$985
Interact Club					\$2,165
Junior States					\$985
Jazz Band	\$2,409	\$2,840	\$3,344	\$3,969	
Key Club					\$2,165
Marching - Head	\$6,301	\$6,869	\$7,450	\$7,914	
Marching - Assistant	\$3,562	\$3,807	\$4,086	\$4,464	
Marching - Specialist Color					\$2,290
Marching/Show Band Specialist					\$2,290
Marching/Show Band Specialist					\$2,290
Marching/Show Band Specialist					\$2,290
Marching - Support					\$1,890
Marching - Support					\$1,890
Musical Voice Director	\$2,475	\$2,654	\$2,858	\$3,128	
Musical Conductor	\$2,220	\$2,380	\$2,561	\$2,802	
Musical Director	\$5,540	\$5,939	\$6,390	\$6,992	
Musical Producer	\$2,475	\$2,654	\$2,858	\$3,128	
Musical Set Builder	\$2,220	\$2,380	\$2,561	\$2,802	
National Honor Society					\$985
PGC	\$5,540	\$5,939	\$6,390	\$7,000	
PGC	\$5,540	\$5,939	\$6,390	\$7,000	
Percussion					\$985
Photography					\$985

Physics Olympics					\$1,125
Ping Pong					\$985
Project Aware					\$985
Red Cross					\$985
Robotics Head					\$5,100
Robotics Assistant					\$3,275
Select Chorus/ Jazz Choir	\$1,580	\$1,991	\$2,435	\$2,804	
Service Learning Coordinator					\$5,100
Special Olympics Club					\$2,448
Student Ambassadors					\$985
Student Council	\$2,409	\$2,840	\$3,344	\$4,000	
Student Council	\$2,409	\$2,840	\$3,344	\$4,000	
Talent Show Coordinator					\$500
Technology Students Association					\$985
TV Production					\$2,165
Women's Empowerment					\$985
World Language Honors Society					\$500
World Language Club					\$985
Yearbook Business	\$3,045	\$3,486	\$3,899	\$4,326	
Yearbook Technical	\$3,654	\$4,092	\$4,497	\$4,920	
<b>MHS – Boys Sports</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Baseball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Baseball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Baseball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Baseball Head	\$6,301	\$6,869	\$7,450	\$7,914	
Basketball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Basketball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Basketball Head	\$6,301	\$6,869	\$7,450	\$7,914	
Bowling Head	\$4,664	\$5,075	\$5,547	\$6,163	
Cross County Assistant	\$4,058	\$4,469	\$4,941	\$5,557	
Cross County Head	\$6,301	\$6,869	\$7,450	\$7,914	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Assistant	\$5,505	\$5,904	\$6,355	\$6,957	
Football Head	\$7,916	\$8,305	\$8,725	\$9,334	
Golf Head	\$4,664	\$5,075	\$5,547	\$6,163	
Golf Assistant	\$3,264	\$3,593	\$3,971	\$4,464	
Ice Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Ice Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Ice Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Ice Hockey Head	\$6,301	\$6,869	\$7,450	\$7,914	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	

Lacrosse Head	\$6,301	\$6,869	\$7,450	\$7,914	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Head	\$6,301	\$6,869	\$7,450	\$7,914	
Swimming Head	\$5,566	\$5,971	\$6,432	\$7,037	
Tennis Assistant	\$4,058	\$4,469	\$4,941	\$5,557	
Tennis Head	\$5,566	\$5,971	\$6,432	\$7,037	
Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Track Head	\$6,301	\$6,869	\$7,450	\$7,914	
Winter Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Winter Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Winter Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Winter Track Head	\$6,301	\$6,869	\$7,450	\$7,914	
Wrestling Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Wrestling Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Wrestling Head	\$6,301	\$6,869	\$7,450	\$7,914	
<b>MHS – Girls Sports</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Basketball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Basketball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Basketball Head	\$6,301	\$6,869	\$7,450	\$7,914	
Cheerleading(Fall)	\$3,968	\$4,379	\$4,851	\$5,467	
Cheerleading(Winter)	\$3,968	\$4,379	\$4,851	\$5,467	
Field Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Field Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Field Hockey Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Field Hockey Head	\$6,301	\$6,869	\$7,450	\$7,914	
Golf Head	\$4,664	\$5,075	\$5,547	\$6,163	
Ice Hockey Assistant Coach	\$4,960	\$5,365	\$5,826	\$6,431	
Ice Hockey Head Coach	\$6,301	\$6,869	\$7,450	\$7,914	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Lacrosse Head	\$6,301	\$6,869	\$7,450	\$7,914	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Soccer Head	\$6,301	\$6,869	\$7,450	\$7,914	
Softball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Softball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Softball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Softball Head	\$6,301	\$6,869	\$7,450	\$7,914	
Swimming Assistant	\$4,058	\$4,469	\$4,941	\$5,557	
Swimming Head	\$5,566	\$5,971	\$6,432	\$7,037	
Tennis Assistant	\$4,058	\$4,469	\$4,941	\$5,557	
Tennis Head	\$5,566	\$5,971	\$6,432	\$7,037	
Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	

Track Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Track Head	\$6,301	\$6,869	\$7,450	\$7,914	
Volleyball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Volleyball Assistant	\$4,960	\$5,365	\$5,826	\$6,431	
Volleyball Head	\$6,301	\$6,869	\$7,450	\$7,914	
Weight Room Fall	\$2,244	\$2,244	\$2,244	\$2,244	
Weight Room Spring	\$2,244	\$2,244	\$2,244	\$2,244	
Weight Room Winter	\$2,244	\$2,244	\$2,244	\$2,244	
Weight Room Summer	\$2,244	\$2,244	\$2,244	\$2,244	
<b>MJS Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
6th Grade Team Leader					\$2,100
6th Grade Team Leader					\$2,100
7th Grade Team Leader					\$2,100
7th Grade Team Leader					\$2,100
8th Grade Team Leader					\$2,100
8th Grade Team Leader					\$2,100
Special Area Team Leader					\$750
Special Area Team Leader					\$750
Advisory Coordinator					\$750
Book Club					\$600
Chess Club					\$600
Conflict Resolution					\$2,053
Conflict Resolution					\$2,053
Drama Director	\$2,392	\$2,823	\$3,327	\$3,952	
Drama Assistant Director	\$1,481	\$1,743	\$2,049	\$2,431	
Drama Set Design/Builder					\$1,658
Green Team					\$600
Green Team					\$600
Jazz Band	\$1,587	\$1,998	\$2,442	\$2,811	
Madison Makers					\$985
Musical Director	\$2,392	\$2,823	\$3,327	\$3,952	
Musical Assistant Director	\$1,481	\$1,743	\$2,049	\$2,431	
Musical Set Design/Builder					\$1,658
Peer Leader Advisors					\$500
Peer Leader Advisors					\$500
Robotics					\$2,000
Robotics					\$2,000
Student Council	\$3,606	\$3,999	\$4,450	\$5,000	
Student Council	\$3,606	\$3,999	\$4,450	\$5,000	
Yearbook	\$2,620	\$3,050	\$3,509	\$4,200	
Yearbook	\$2,620	\$3,050	\$3,509	\$4,200	
<b>Elementary Positions (per school)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Student Council					\$600
Student Council					\$600
Chess Club					\$600
Peer Mediation					\$600

Peer Mediation					\$600
Musical Producer/Director					\$1,710
Elementary Gardens Club					\$985
<b>Elementary Positions (District)</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>No Step</b>
Nurse Team Leader					\$3,060
All City Band	\$1,587	\$1,998	\$2,436	\$2,825	
All City Orchestra	\$1,587	\$1,998	\$2,436	\$2,825	
K-12 STEAM Coordinator					\$5,500
K-12 Arts Coordinator					\$5,500
Student Council					\$600
Student Council					\$600
Chess Club					\$600
Peer Mediation					\$600
Peer Mediation					\$600
Musical Producer/Director					\$1,710
Elementary Gardens Club					\$985
Student Council					\$600
Student Council					\$600
Chess Club					\$600
Peer Mediation					\$600
Peer Mediation					\$600
Musical Producer/Director					\$1,710
Elementary Gardens Club					\$985

**OTHER:**

Step 1 = 1 or 2 years experience

Step 2 = 3 or 4 years experience

Step 3 = 5 or 6 years experience

Step 4 = 7 or 8 years experience

In the event an Assist. Coach cannot be hired, the Head Coach shall receive an additional \$500

Additional positions may be added at any time at the discretion of the Board and school administration, and the salaries agreed upon by the Board and the Association.

A list of activities shall be submitted by the MEA for approval at the beginning of each school year.

Should an unanticipated activity develop during the school year, it is to be presented to the administration for approval.

## **PART C – SECRETARIES**

### **ARTICLE I WORK YEAR**

- A. The work year is defined as all days on which the secretary's attendance is required.
- B. The work year for 12 month secretaries under contract shall be from July 1 to June 30 and shall not exceed 240 days.
- C. The work year for 10 month secretaries under contract shall be from September 1 to June 30 shall not exceed 200 days.

The work year for secretaries under contract for school days only shall include all days when school is in session. In the event that the school day is only a single session day due to a planned professional development workshop, the "school day only" secretaries will stay until the end of the normal school day.

### **ARTICLE II WORKDAY**

- A. Each secretary is expected to work seven (7) hours per day, which does not include an unpaid lunch period not to exceed one (1) hour. Specific work schedules shall be established by the immediate supervisor. Secretaries may take a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon.
- B. If a secretary works more than the required 35 hours per week, he/she shall be compensated at an hourly rate as follows:
  - 35-40 Hours/Week: Straight Time
  - 40 Plus Hours/Week: Time and one-half

All secretaries are required to have prior approval to work more than thirty-five (35) hours in a week.

- C. When school is closed for an emergency, secretaries shall not be required to report to work.
- D. On days when schools are closed to students but when secretaries are required to work, they shall work a six (6) hour day.

### **ARTICLE III EVALUATION**

- A. Each secretary is expected to continuously strive toward professional improvement and demonstrate evidence of satisfactory professional growth.

- B. The performance of each employee shall be evaluated annually by members of the administrative and supervisory staff responsible for the individual's supervision. Secretaries will receive a written copy of their annual evaluation.
- C. Secretaries who have demonstrated satisfactory performance and service and upon recommendation of the Superintendent of Schools will be eligible to receive salary increases or adjustments for the following year. Employees who have not demonstrated satisfactory performance and service will not be recommended and will not be eligible to receive salary adjustments or increases.
- D. Any negative material to be placed in an employee's personnel file, shall not be so placed unless (1) the employee receives notice and (2) signs an acknowledgment that the employee has received such notice. Refusal by the employee to sign the acknowledgement will not preclude the placement of any such material into the personnel file. It is expressly understood that mere acknowledgment does not constitute agreement with the content of the document, and the employee has a right to rebut the contents.

#### **ARTICLE IV SALARIES**

- A. The salary guide for secretaries represented by the Association is set forth in Schedule C as appended.
- B. Job classification and salary entry level shall be determined by the Superintendent at the time of employment after considering the qualifications and experience of the new employee.
- C. Normal annual salary increases as indicated in the guide represent the general policy for employees who have demonstrated satisfactory performance and service as described under the article entitled Evaluation.
- D. Personnel who qualify for reclassification of grade or change of position shall be placed in the proper classification on Schedule C at the same guide step as previously held.
- E. Schedule C is based on and assumes that positions within each classification are full time for 12 months. Salaries of persons employed for lesser amounts of time or portions of a year will be determined on a pro rata basis.

#### **ARTICLE V LEAVES OF ABSENCE**

- A. All contract secretaries shall be entitled to sick leave according to the following schedule:
  - 1. All contract secretaries employed on a ten (10) month basis shall be allowed sick leave with full pay for ten (10) days during the work year.
  - 2. All contract secretaries employed on a twelve (12) month basis shall be allowed sick leave with full pay for twelve (12) days during the work year.

3. If any such person requires, in any contract year, less than the number of days of sick leave with pay allowed, all days not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
  4. Secretaries employed for less than the number of months indicated above shall receive a prorated number of sick leave days as of the first day of employment.
  5. Unit members shall be given a written accounting of accumulated sick days no later than September 15 of each school year.
- B. For each day's absence due to personal illness in a given year after the secretary's sick leave has been exhausted, deductions from the employee's annual compensation otherwise payable shall be made according to the following schedule:

10 month employees - 1/400<sup>th</sup>  
12 month employees - 1/480<sup>th</sup>

In the event of continued illness, no payment will be made with respect to any period beyond the end of the contract year in which sickness begins.

C. Personal Leave

1. Five (5) days leave of absence for legal, business, personal, or family matters which cannot be cared for during out of school hours will be granted at full salary in any academic year. A reason does not need to be given for any of the personal days.
2. All unused personal days shall roll over into accumulated sick leave.
3. Except in cases of emergency, requests for personal leave shall not be granted on the day prior to or subsequent to a holiday or school vacation period.
4. Except in cases of emergency, requests for personal leave shall be made electronically or in writing to the building principal at least forty-eight (48) hours in advance of the desired absence.
5. An individual request for an extension of personal leave in excess of five (5) days may be granted at the sole discretion of the Superintendent whose decision shall be final and cannot be grieved.

D. Bereavement Leave

1. Up to a maximum of five (5) working days per occurrence, one of which may be utilized up to sixty days after the day of death, shall be granted to an employee who suffers a death in the immediate family. "Immediate Family" includes spouse/significant other (domiciled with employee), civil union partner, mother, father, mother-in-law, father-in-law, child, brother, sister, grandparent, grandchild, step-mother and step-father.
2. Up to two (2) consecutive working days per occurrence shall be granted to an employee who suffers a death of a specified relative who is not a member of the

immediate family. Specified relatives include: brother-in-law, sister-in-law, aunt, uncle, cousin, nephew, and niece.

3. In the event of extenuating circumstances, requests for flexibility in the application or use of Bereavement Leave will be considered. The refusal to grant any such request shall not be subject to the grievance procedure.

E.

1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations and case law.
  - a. Absent medical documentation to the contrary, secretaries will be presumed disabled as a result of pregnancy/childbirth for thirty (30) calendar days before and after the date of delivery. Other than completing the U.S. Department of Labor Form WH-380, "Certification of Health Care Provider," no other medical documentation shall be required in order to use sick leave during this period. Secretaries may use sick leave outside of the thirty (30) day period upon providing medical documentation evidencing a pregnancy/childbirth related disability.
  - b. Secretaries shall utilize their entitlement to sick leave for all pregnancy/childbirth-related disability prior to commencing Family and Medical Leave Act ("FMLA") leave. In accordance with its eligibility rules and regulations, secretaries shall use FMLA leave for any period of pregnancy/childbirth-related disability during which the secretary has no sick leave available.
2. Family leave for the care of a newborn or newly-adopted child will be granted, without pay, to eligible secretaries in accordance with the federal Family and Medical Leave Act and the state Family Leave Act ("NJFLA") and applicable regulations. Leave taken for the same purpose, e.g., to care for a newborn, shall count simultaneously against both the FMLA and NJFLA. Notwithstanding the foregoing, if an employee is utilizing FMLA leave because of his or her own disability, including a disability related to pregnancy or childbirth, and a child is born or adopted while he or she is still on FMLA disability leave, the intervening birth, adoption or serious family illness does not convert the FMLA leave to a leave under the NJFLA. For as long as the employee continues to be eligible for FMLA based on his or her own disability, the leave does not simultaneously count against the employee's entitlement under the NJFLA.
3. Leave for the care of a newborn or newly adopted child will be granted, without pay, to tenured secretaries, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year may be approved at the Board's discretion. Time on unpaid leave pursuant to this paragraph shall not be credited for tenure accrual and salary guide advancement.

4. Requests for unpaid leave pursuant to paragraph 3 by non-tenured secretaries may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.
  5. A secretary must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the secretary is informed of the date custody of the child will be obtained.
- F. All benefits to which a salaried secretary was entitled at the time of the commencement of the leave of absence, including unused accumulated sick leave, shall be restored to the secretary upon return and the secretary shall be assigned the same position which she held at the time said leave commenced, if available. If not, a substantially equivalent paying position will be assigned.
- G. Professional Day for Secretaries—Office personnel may apply to the Superintendent of Schools for approval to attend professional conferences and meetings by submitting programs and other pertinent information. If approval is granted, the Board of Education shall financially sponsor the delegate to one (1) conference annually.
- H. Sick Leave Conversion Benefit—Secretaries who resign from the District after fifteen (15) years of service in the district at the time of termination, or who retire from the district under the New Jersey Public Employee Retirement System will be compensated for one-third (1/3) of their unused sick leave entitlement accumulated under the provisions of their employment with the district. Compensation rate per diem is to be one-two hundred and fortieth (1/240<sup>th</sup>) of the employee's base contract salary at the time of eligible resignation or retirement for those employed on a twelve (12) month basis; one-two hundred and twentieth (1/220<sup>th</sup>) of the employee's base contract salary at the time of eligible resignation or retirement for those employed on an 11 month basis, and one-two hundredth (1/200<sup>th</sup>) of the employee's base contract salary at the time of eligible resignation or retirement those employed on a ten (10) month basis.

## **ARTICLE VI VACATIONS AND HOLIDAYS**

- A. Experience credit for secretaries, for vacation purposes, shall be computed on the basis of anniversary date of fulltime employment (i.e., those employees who regularly work thirty (30) hours per week or more). Vacation entitlement shall accrue as of June 30 of each year. Twelve month secretaries with one or more years of employment as of June 30 shall be entitled to vacation days as provided below. Twelve month secretaries in their first year shall receive a prorated number of vacation days at the rate of one day per month to a maximum of two weeks (10 days) until June 30, at which point the above vacation entitlement will accrue. Employees who begin their employment before the 15<sup>th</sup> of the month will receive a vacation day for that month. Employees who begin their employment on the 15<sup>th</sup> or later will not receive a vacation day for that month.
- B. Secretaries may use vacation time at any point during the calendar year, provided they have approval of their immediate supervisor. Secretaries may carry over five (5) vacation days to the following year, but they must be used by September 1.

- C. Time on leave without pay shall not accrue toward vacation entitlement.
- D. The number of vacation days granted to twelve month secretaries during the summer (i.e., from the close of school in June to the opening of school in September) shall be as follows:

Secretaries under contract for 12 months: One through four years of experience in Madison - 10 days per year. Five years but less than 10 years of experience in Madison - 15 days per year. Ten plus years of experience in Madison - 20 days per year.

Secretaries under contract for 10 months: Scheduled office closings only. However, when ten month secretaries attend work in August due to early starting dates, floater holidays will be given for each day worked before September 1.

Secretaries under contract for school days only: None.

Secretaries that have worked continuously in the Madison District as part-time Secretaries for five (5) consecutive years or more, and who accept a permanent Secretarial position on a 11 month or 12 month basis will have those prior years of service credited toward their years of service for determining vacation entitlement.

- E. If schools are closed, 17 holidays per year will be granted in accordance with the following schedule:

July 4, Labor Day, Yom Kippur or Rosh Hashanah (whichever the students and teachers have off) Thursday and Friday of NJEA Convention, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, the day after Christmas Day, New Year's Eve Day, New Year's Day, Martin Luther King Day, one day of February vacation (President's Day), Good Friday, Monday of spring vacation, Memorial Day.

- a. If either Rosh Hashanah and/or Yom Kippur fall on a weekend, a floating holiday shall be granted in lieu. (17 or 18 holidays per year).
- b. Close one (1) hour after scheduled dismissal of pupils on Wednesday prior to Thanksgiving recess, and close (1) hour after students and faculty dismissal for December recess if ½ day schedule is in school calendar.
- c. When Christmas Eve and New Year's Eve fall on a Saturday or Sunday, a two-day holiday will be scheduled by the Superintendent of Schools during the Christmas/New Year's week.

## **ARTICLE VII SECRETARY RIGHTS**

No employee shall be disciplined, reprimanded or deprived of any professional advantage without just cause.

**SCHEDULE C  
MADISON SCHOOL DISTRICT  
SECRETARIAL SALARY GUIDE**

2019-20		2020-21		2021-22	
<b>1</b>	54,530	<b>1</b>	55,470	<b>1</b>	55,990
<b>2</b>	56,150	<b>2</b>	56,385	<b>2</b>	56,775
<b>3</b>	56,880	<b>3</b>	57,305	<b>3</b>	57,560
<b>4</b>	57,610	<b>4</b>	58,055	<b>4</b>	58,345
<b>5</b>	58,340	<b>5</b>	58,805	<b>5</b>	59,130
<b>6</b>	59,070	<b>6</b>	59,555	<b>6</b>	59,915
<b>7</b>	59,800	<b>7</b>	60,305	<b>7</b>	60,700
<b>8</b>	60,530	<b>8</b>	61,055	<b>8</b>	61,485
<b>9</b>	61,260	<b>9</b>	61,805	<b>9</b>	62,270
<b>10</b>	61,990	<b>10</b>	62,555	<b>10</b>	63,055
<b>11</b>	62,720	<b>11</b>	63,305	<b>11</b>	63,840
<b>12</b>	63,450	<b>12</b>	64,055	<b>12</b>	64,625
<b>13</b>	64,180	<b>13</b>	64,805	<b>13</b>	65,410
<b>14</b>	64,910	<b>14</b>	65,555	<b>14</b>	66,195
<b>15</b>	65,640	<b>15</b>	66,305	<b>15</b>	66,980
<b>OG</b>	68,024	<b>OG</b>	68,689	<b>OG</b>	69,364

Secretaries whose employment contract is less than full twelve (12) months are to be provided with a pro-rated amount.

**LONGEVITY** – Upon the anniversary date of the completion of years of service to the Madison School District, secretaries will receive:

	2019-20	2020-21	2021-22
15 – 19 years	1,359	1,359	1,359
20 – 24 years	1,618	1,618	1,618
25 years or more	1,748	1,748	1,748

Longevity provisions shall NOT apply to employees hired as of *July 1, 1998*.

## **PART D – TEACHER ASSISTANTS**

### **ARTICLE I WORK YEAR**

- A. The in-school work year for Teacher Assistants employed on a ten (10) month basis shall not exceed one hundred eighty-six (186) days. The in-school work year shall include days when pupils are in attendance, orientation day, and any other days on which teacher attendance is required.
- B. The work year for Teacher Assistants shall include all days when school is in session. In the event that the school day is only a single session day due to a teacher conference, Teacher Assistants will be dismissed when the students are released.

### **ARTICLE II WORKDAY**

- A. The regular workday for Teacher Assistants shall be 7.0 hours commencing from their designated reporting time and shall include the duty free lunch period. The regular work day for Teacher Assistants shall also include, in addition to their normal teaching assignments and responsibilities, participation in a fair share of extra-curricular activities, as well as those that call for only occasional evening assignments. Actual scheduling of Teacher Assistants shall be at the discretion of the Building Principal based upon operational and student needs.
- B. Every Teacher Assistant shall have a daily duty free lunch period of at least thirty (30) minutes unless the standard lunch period for students is for a shorter period of time. Teacher Assistants shall be scheduled as to relieve them of class responsibility for two (2) fifteen (15) minute breaks each full school day, one (1) to be taken in the morning and one (1) to be taken in the afternoon, at times to be mutually agreed upon between the Teacher Assistant and regular classroom teacher to whom the assistance is being provided.

### **ARTICLE III EVALUATION**

- A. Each Teacher Assistant is expected to continuously strive toward professional improvement and demonstrate evidence of satisfactory professional growth.
- B. The performance of each Teacher Assistant shall be evaluated annually by members of the administrative and supervisory staff responsible for the individual's supervision. Teacher Assistants will receive a written copy of their annual evaluation.
- C. Teacher Assistants who have demonstrated satisfactory performance and service and upon recommendation of the Superintendent of Schools will be eligible to receive salary increases or adjustments for the following year. Teacher Assistants who have not demonstrated satisfactory performance and service will not be recommended and will not be eligible to receive salary adjustments or increases.

- D. Any negative material to be placed in an employee's personnel file shall not be so placed unless (1) the employee receives notice and (2) signs an acknowledgment that the employee has received such notice. Refusal by the employee to sign the acknowledgement will not preclude the placement of any such material into the personnel file. It is expressly understood that mere acknowledgment does not constitute agreement with the content of the document, and the employee has a right to rebut the contents.

**ARTICLE IV  
SALARIES**

- A. The salary guide for Teacher Assistants represented by the Association is set forth in Schedule D as appended.
- B. Job classification and salary entry level shall be determined by the Superintendent at the time of employment after considering the qualifications and experience of the new employee.
- C. Normal annual salary increases as indicated in the guide represent the general policy for employees who have demonstrated satisfactory performance and service as described under the article entitled Evaluation.
- D. Personnel who qualify for reclassification of grade or change of position shall be placed in the proper classification on Schedule D at the same guide step as previously held.
- E. Schedule D is based on and assumes that positions within each classification are full time. Salaries of Teacher Assistants employed for lesser amounts of time or portions of a year will be determined on a pro rata basis.
- F. If a Teacher Assistant has to cover for a full instructional day due to the lead teacher not being in attendance, the Teacher Assistant will receive a stipend equal to that of a substitute teacher in addition to their salary.
- G. Teacher Assistants shall be paid at their hourly rate of pay for chaperoning student events and/or activities.

**ARTICLE V  
LEAVES OF ABSENCE**

- 1. All contract Teacher Assistants shall be entitled to sick leave according to the following schedule:
  - 1. All Teacher Assistants employed on a ten (10) month basis shall be allowed sick leave with full pay for ten (10) days during the work year.
  - 2. If any such person requires, in any contract year, less than the number of days of sick leave with pay allowed, all days not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.

- B. For each day's absence due to personal illness in a given year after the Teacher Assistant's sick leave has been exhausted, deductions from the employee's annual compensation otherwise payable shall be made according to the following schedule:

10 month employees - 1/400<sup>th</sup>

In the event of continued illness, no payment will be made with respect to any period beyond the end of the contract year in which sickness begins.

C. Personal Leave

1. Five (5) days leave of absence for legal, business, personal, or family matters which cannot be cared for during out of school hours will be granted at full salary in any academic year. A reason does not need to be given for any of the personal days.
2. All unused personal days shall roll over into accumulated sick leave.
3. Except in cases of emergency, requests for personal leave shall not be granted on the day prior to or subsequent to a holiday or school vacation period.
4. Except in cases of emergency, requests for personal leave shall be made electronically or in writing to the Building Principal at least forty-eight (48) hours in advance of the desired absence.
5. An individual request for an extension of personal leave in excess of five (5) days may be granted at the sole discretion of the Superintendent whose decision shall be final and cannot be grieved.

D. Bereavement Leave

1. Up to a maximum of five (5) working days per occurrence, one of which may be utilized up to sixty days after the day of death, shall be granted to an employee who suffers a death in the immediate family. "Immediate Family" includes spouse/significant other (domiciled with employee), civil union partner, mother, father, mother-in-law, father-in-law, child, brother, sister, grandparent, grandchild, step-mother and step-father.
2. Up to two (2) consecutive working days per occurrence shall be granted to an employee who suffers a death of a specified relative who is not a member of the immediate family. Specified relatives include: brother-in-law, sister-in-law, aunt, uncle, cousin, nephew, and niece.
3. In the event of extenuating circumstances, requests for flexibility in the application or use of Bereavement Leave will be considered. The refusal to grant any such request shall not be subject to the grievance procedure.

E.

1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations and case law.

- a. Absent medical documentation to the contrary, Teacher Assistants will be presumed disabled as a result of pregnancy/childbirth for thirty (30) calendar days before and after the date of delivery. Other than completing the U.S. Department of Labor Form WH-380, "Certification of Health Care Provider," no other medical documentation shall be required in order to use sick leave during this period. Teacher Assistants may use sick leave outside of the thirty (30) day period upon providing medical documentation evidencing a pregnancy/childbirth related disability.
    - b. Teacher Assistants shall utilize their entitlement to sick leave for all pregnancy/childbirth-related disability prior to commencing Family and Medical Leave Act ("FMLA") leave. In accordance with its eligibility rules and regulations, teacher assistants shall use FMLA leave for any period of pregnancy/childbirth-related disability during which the secretary has no sick leave available.
  2. Family leave for the care of a newborn or newly-adopted child will be granted, without pay, to eligible Teacher Assistants in accordance with the federal Family and Medical Leave Act and the state Family Leave Act ("NJFLA") and applicable regulations. Leave taken for the same purpose, e.g., to care for a newborn, shall count simultaneously against both the FMLA and NJFLA. Notwithstanding the foregoing, if an employee is utilizing FMLA leave because of his or her own disability, including a disability related to pregnancy or childbirth, and a child is born or adopted while he or she is still on FMLA disability leave, the intervening birth, adoption or serious family illness does not convert the FMLA leave to a leave under the NJFLA. For as long as the employee continues to be eligible for FMLA based on his or her own disability, the leave does not simultaneously count against the employee's entitlement under the NJFLA.
  3. Leave for the care of a newborn or newly adopted child will be granted, without pay, to Teacher Assistants, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year may be approved at the Board's discretion. Time on unpaid leave pursuant to this paragraph shall not be credited for tenure accrual and salary guide advancement.
  4. Requests for unpaid leave pursuant to paragraph 3 by Teacher Assistants may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for salary guide advancement.
  5. A Teacher Assistant must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the Teacher Assistant is informed of the date custody of the child will be obtained.
- F. All benefits to which a Teacher Assistant was entitled at the time of the commencement of the leave of absence, including unused accumulated sick leave, shall be restored to the Teacher Assistant upon return and the Teacher Assistant shall be assigned the same position held at the time said leave commenced, if available. If not, a substantially equivalent paying position will be assigned.

G. Sick Leave Conversion Benefit—Persons who resign from the District after fifteen (15) years of service in the district at the time of termination or who retire from the district under the New Jersey Public Employee Retirement System will be compensated for one-third (1/3) of their unused sick leave entitlement accumulated under the provisions of their employment with the district. Compensation rate per diem is to be one-two hundredth (1/200th) of the employee's base contract salary at the time of eligible resignation or retirement.

**ARTICLE VI  
TEACHER ASSISTANTS' RIGHTS**

No employee shall be disciplined, reprimanded or deprived of any professional advantage without just cause.

**ARTICLE VII  
PROFESSIONAL DEVELOPMENT**

As is true in all professions, the primary responsibility for upgrading and updating rests with the individual. However, the Board recognizes the potential value of continuing course work when such study is directly relevant to the Teacher Assistant's field and to his/her performance in the classroom.

For those courses that have been approved by the Superintendent, the Board agrees to pay tuition as follows:

Courses approved to begin July 1, 2013, or thereafter, shall be reimbursed at the rate of \$450.00 per credit for up to nine credits per year for Teacher Assistants who have been continuously employed by the Madison District for three consecutive years or more.

Return of Service Obligation: Effective July 1, 2019, all employees receiving tuition reimbursement agree to continue employment for at least two (2) years following receipt of payment, or shall repay said amount, and shall indemnify the Board for the collection of costs if it must pursue collection. The return of service obligation shall not apply in cases of nonrenewal, RIF, or death.

## SCHEDULE D

### MADISON SCHOOL DISTRICT TEACHER ASSISTANT SALARY GUIDE

2019-20	
Step	Salary
1	22,900
2	23,400
3	25,215

2020-21	
Step	Salary
1	24,605
2	25,105
3	25,605

2021-22	
Step	Salary
1	25,374
2	25,874
3	26,374

**LONGEVITY** – Upon the anniversary date of the completion of years of service to the Madison School District, teachers’ assistants will receive:

	2019-20	2020-21	2021-22
5 - 10 years	570	570	570
More than 10 years	911	911	911

## **PART E – ATHLETIC TRAINER**

### **ARTICLE I WORK YEAR**

- A. The work year is defined as all days on which the trainer's attendance is required.
- B. The work year for the athletic trainer under contract shall be from July 1 to June 30 and shall not exceed 240 days.

### **ARTICLE II WORKDAY**

- A. The athletic trainer shall attend to duties according to the following schedule:
  - a. During the school year: 1:00 p.m.-9:00 p.m., Monday- Friday, 7:00 a.m.-5:00 p.m. Saturday and Sunday as required by the sport schedules.
  - b. Summer hours (until the official start date of Fall sports in accordance with NJSIAA rules and regulations); 8:00 a.m.- 1:00 p.m., Monday - Friday; 5:00 p.m.- 9:00 p.m. Tuesday night and Thursday night.
  - c. From the official start date of Fall sports in accordance with the NJSIAA rules and regulations until the start of school: 7:00 a.m.-9:00 p.m. Monday through Friday, 7:00 a.m.-4:00 p.m. Saturdays.

It shall be noted that the exact hours worked may be adjusted according to the specific game and practice schedules.

### **ARTICLE III EVALUATION**

- A. The performance of each employee shall be evaluated annually by members of the administrative and supervisory staff responsible for the individual's supervision. Athletic Trainers will receive a written copy of their annual evaluation.
- B. Any negative material to be placed in an employee's personnel file, shall not be so placed unless (1) the employee receives notice and (2) signs an acknowledgment that the employee has received such notice. Refusal by the employee to sign the acknowledgement will not preclude the placement of any such material into the personnel file. It is expressly understood that mere acknowledgment does not constitute agreement with the content of the document, and the employee has a right to rebut the contents.

### **ARTICLE IV SALARIES**

The salary guide for athletic trainers represented by the Association is set forth in Schedule E as appended.

**ARTICLE V  
LEAVES OF ABSENCE**

- A. The athletic trainer shall be entitled to sick leave according to the following schedule:
- a. Sick leave with pay for twelve (12) days during the work year.

B. Personal Leave

1. Five (5) days leave of absence for legal, business, personal, or family matters which cannot be cared for during out of school hours will be granted at full salary in any academic year. A reason does not need to be given for any of the personal days.
2. All unused personal days shall roll over into accumulated sick leave.
3. Except in cases of emergency, requests for personal leave shall not be granted on the day prior to or subsequent to a holiday or school vacation period.
4. Except in cases of emergency, requests for personal leave shall be made electronically or in writing to the building principal at least forty-eight (48) hours in advance of the desired absence.
5. An individual request for an extension of personal leave in excess of five (5) days may be granted at the sole discretion of the Superintendent whose decision shall be final and cannot be grieved.

C. Bereavement Leave

1. Up to a maximum of five (5) working days per occurrence, one of which may be utilized up to sixty days after the day of death, shall be granted to an employee who suffers a death in the immediate family. "Immediate Family" includes spouse/significant other (domiciled with employee), civil union partner, mother, father, mother-in-law, father-in-law, child, brother, sister grandparent, grandchild or step-parent.
2. Up to two (2) consecutive working days per occurrence shall be granted to an employee who suffers a death of a specified relative who is not a member of the immediate family. Specified relatives include: brother-in-law, sister-in-law, aunt, uncle, cousin, nephew, and niece.
3. In the event of extenuating circumstances, requests for flexibility in the application or use of Bereavement Leave will be considered. The refusal to grant any such request shall not be subject to the grievance procedure.

D. Maternity

1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations and case law.

- a. Absent medical documentation to the contrary, the athletic trainer will be presumed disabled as a result of pregnancy/childbirth for thirty (30) calendar days before and after the date of delivery. Other than completing the U.S. Department of Labor Form WH-380, "Certification of Health Care Provider," no other medical documentation shall be required in order to use sick leave during this period. The trainer may use sick leave outside of the thirty (30) day period upon providing medical documentation evidencing a pregnancy/childbirth related disability.
  - b. The athletic trainer shall utilize his/her entitlement to sick leave for all pregnancy/childbirth-related disability prior to commencing leave pursuant to the Family and Medical Leave Act ("FMLA"). In accordance with its eligibility rules and regulations, the trainer shall use FMLA leave for any period of pregnancy/childbirth-related disability during which the secretary has no sick leave available.
2. Family leave for the care of a newborn or newly-adopted child will be granted, without pay, to eligible secretaries in accordance with the federal Family and Medical Leave Act and the state Family Leave Act ("NJFLA") and applicable regulations. Leave taken for the same purpose, e.g., to care for a newborn, shall count simultaneously against both the FMLA and NJFLA. Notwithstanding the foregoing, if an employee is utilizing FMLA leave because of his or her own disability, including a disability related to pregnancy or childbirth, and a child is born or adopted while he or she is still on FMLA disability leave, the intervening birth, adoption or serious family illness does not convert the FMLA leave to a leave under the NJFLA. For as long as the employee continues to be eligible for FMLA based on his or her own disability, the leave does not simultaneously count against the employee's entitlement under the NJFLA.
3. Leave for the care of a newborn or newly adopted child will be granted, without pay, to the athletic trainer, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year may be approved at the Board's discretion. Time on unpaid leave pursuant to this paragraph shall not be credited for tenure accrual and salary guide advancement.
4. Requests for unpaid leave pursuant to paragraph 3 by the athletic trainer may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.
5. The athletic trainer must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the secretary is informed of the date custody of the child will be obtained.
- E. All benefits to which a trainer was entitled at the time of the commencement of the leave of absence, including unused accumulated sick leave, shall be restored to the member upon return and the trainer shall be assigned the same position which he/she held at the time said leave commenced, if available. If not, a substantially equivalent paying position will be assigned.

**ARTICLE VI  
VACATIONS AND HOLIDAYS**

- A. Time on leave without pay shall not accrue toward vacation entitlement.
- B. The trainer shall be entitled to twenty (20) of vacation days per year.

**SCHEDULE E  
MADISON SCHOOL DISTRICT  
ATHLETIC TRAINER SALARY GUIDE**

2019-20		2020-21		2021-22	
1	71,585	1	73,895	1	76,350
2	73,585	2	75,895	2	78,350
3	75,585	3	77,895	3	80,350
4	77,585	4	79,895	4	82,350
5	79,585	5	81,895	5	84,350