

AGREEMENT

Between

THE PINELANDS REGIONAL BOARD OF EDUCATION

and

PINELANDS EDUCATION ASSOCIATION

July 1, 2004 - June 30, 2007

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Preamble

This Agreement is entered into this 1st day of July 1, 2004, by and between the Pinelands Regional Board of Education, hereinafter called the "Board", and the Pinelands Education Association, hereinafter called the "Association".

Article 1

Recognition

- A. The Board recognizes the Association as the exclusive bargaining agent for collective negotiations with respect to terms and conditions of employment for regularly employed teaching staff members, special services, staff, library/media specialists, school nurses, guidance counselors, secretaries, bookkeepers, accounting clerks, attendance officers, clerk typists, and teacher aides. Excluded from the bargaining unit are supervisors within the meaning of the Act, and confidential employees, cafeteria employees, bus drivers and per diem employees.
- B. References to male employees shall include female employees and vice versa.
- C. References to "support staff members" in this Agreement refer to secretaries, bookkeepers, accounting clerks, attendance officers, clerk typists and instructional aides.

Article 2

Negotiation of Successor Agreement

- A. Not later than November 1, 2006, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein good-faith effort on both sides to reach continuing agreement not only on salaries and other conditions of employment, but also on other matters of personnel policy and relationships which may then be of mutual concern and interest. By the same date, both parties agree to present their proposals for the Successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all parties.
- B. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time.
- C. The Board shall provide the Association with information in the possession of the Board which is required by the Association to carry out its duty to negotiate on behalf of the bargaining unit and to process grievances arising under this Agreement.

- D. Modification - 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.
- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- F. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- G. The Board agrees to meet and discuss any areas that may become negotiable during the successor Agreement.

Article 3

Grievance Procedure

A. Definitions

1. Grievance: A “grievance” is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment of bargaining unit members.
2. Aggrieved Person: An “aggrieved person” is the person or persons or the Association making the claim.
3. Party in Interest: A “party in interest” is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, resolution of grievances. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Informal Discussions

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her immediate supervisor and having the grievance adjusted without the intervention of the Association.

D. Procedural Matters

1. Time Limits

- a. 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.
- b. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be considered an abandonment of the specific grievance.
- c. Year-End Grievance. 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.

2. Form of Grievance

All grievances under Steps 2, 3, and 4 shall be in writing, shall specify the section or article of the contract, the Board policy or the administrative decisions of a "grievance" under A.1 above, the date of the violation, and the relief sought.

E. Procedure

A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) working days from the time of its occurrence or the time when the aggrieved person became aware, or should have become aware of the alleged grievance.

Step 1: An employee shall discuss his grievance with his immediate supervisor in an attempt to resolve the matter informally. The supervisor shall attempt to adjust the matter and shall respond orally to the grievant within five (5) working days.

Step 2: If the grievance has not been settled through discussions with the immediate supervisor, the grievant shall present the grievance in writing under the provisions of D.1, D.2 and E1 above to the principal within ten (10) working days. The principal shall communicate his decision in writing to the grievant within ten (10) working days after he received the written grievance.

Step 3: If the grievance is not settled to the resolution of the grievant at Step 2, the grievant may appeal the decision in writing to the Superintendent of

Schools within ten (10) working days. The Superintendent shall respond in writing to the grievant within ten (10) working days.

Step 4: If the grievance is not resolved at Step 3, the grievant may request no later than ten (10) working days after receipt of the Superintendent's decision, a review by the Board. The request shall be submitted in writing through the Superintendent, and the Board shall render a decision in writing within one (1) week after their next regularly scheduled meeting if the Superintendent has received the grievance no later than five (5) working days prior to that meeting.

Step 5: If the grievance is not resolved at Step 4, and if the grievance is based upon the express, written terms of this Agreement, the Association may proceed to arbitration under PERC rules. Such an application must be made to PERC within twenty (20) calendar days from the date when the Board made its decision under Step 4 or from the date when the Board should have made its decision.

The arbitrator selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearing have been waived, then from the date of the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator, in his decision, shall be without the power or authorization to amend, modify, nullify, subtract or add to the provisions of this Agreement. His authority will be strictly limited to the issue or issues presented. The decision of the arbitrator shall be submitted in writing to the Board and the Association and shall be binding.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.

F Rights of Employee to Representation

1. Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative(s) 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.

2. Written Decisions - Decisions rendered at Step 2, 3 and 4 of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.
3. Separate Grievance File - All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file or any of the participants.
4. Forms - Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association.
5. Meetings and Hearings - All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
6. Employees are required to carry out all administrative directives despite an alleged contract violation or the pendency of a grievance.
7. Work Rules - The Board may adopt and post or otherwise disseminate such rules and regulations as it may desire, provided that the same are not contrary to the specific provisions of this Agreement.
8. No Strike/No Lock Out
 - a. The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employment), work stoppage, slowdown, walkout or other action against the school district. The Union agrees that such action would constitute a material breach of this Agreement.
 - b. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.
 - c. The School Board covenants and agrees that during the term of this Agreement neither the Board nor any of its agents will cause, authorize or support the locking out of the employees in this bargaining unit.

Article 4

Employee Rights and Privileges

- A. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- B. Whenever an employee is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee staff member in his/her office, position or employment or the salary of any increments pertaining thereto, then he/she shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- C. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and safety.
- D. Employees shall not be required to correct District and State mandated standardized tests.
- E. No support staff member who has been continuously employed in the District in a unit position for three (3) years shall be disciplined, reduced in rank or reduced in compensation without just cause. Discipline shall be progressive, if warranted by the infraction. Disputes over this section are subject to the grievance procedure set forth in Article 3.
- F. Any employee shall not be criticized in the presence of a student, member of the public, or other member of the district's staff by any administrator.
- G. Employees shall be reimbursed at the current IRS rate for use of their personal automobiles in the performance of school business. Employees who are required to travel between buildings in the performance of their duty shall be compensated for gas mileage and wear and tear on vehicles at a flat rate of fifty dollars (\$50.00) per semester.
- H. Effective July 1, 2004, no employee, with the exception of Attendance Officer(s) shall be required to transport students either by vehicle or on foot to or from school or from sporting events or from building to building.

Article 5

Association Rights and Privileges

- A. Whenever representatives of the Association are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the Collective Bargaining Agreement, they will suffer no loss in pay.
- B. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified one week in advance of the time and place of Association meetings which require the use of school facilities which are normally available to be used by other in-school or out-of-school groups. Notification can be waived by the Superintendent. The Principal of the building in question shall be notified in advance of the time and place of all other Association general membership meetings.
- D. All orientation programs for new staff shall provide a time at the end of the compulsory part of the program where the Association officers will be introduced and will be permitted to conduct an Association orientation program.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mailboxes as it deems necessary and without the approval of the building principals or other members of the administration. The Association shall notify the Superintendent in writing of the names of its officers (and one additional employee on each floor who shall have access to school mailboxes).
- G. The Board will provide for a reasonable amount of bulletin board space for use by the Association. These bulletin boards will be located where employees covered by this contract frequent, with the exception of classrooms.
- H. The Superintendent shall inform the Association of the names and job titles of all new unit employees. New employees shall be given information which allows them to meet on a voluntary basis with Association representatives.

- I. Any unit member who attends the annual N.J.E.A. Convention may do so without loss of compensation pursuant to the terms of N.J.S.A. 18A:31.2.
- J. The rights and privileges granted herein will be granted to the Association exclusively.

Article 6

Association Payroll Dues Deduction and Agency Fee

- 1. Determination of Fee
Prior to the beginning of each academic year, the Association will notify the board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for the academic year. The agency fee to be paid by non-members will be determined by the Association in accordance with the law.
- 2. Deduction and Transmission of Fee
 - a. Notification - Once during each academic year the Association will submit to the Board a list of those employees who have not become members of the Association for the then current academic year. The Board will deduct from the salaries of such employees, in accordance with b. below.
 - b. Payroll Deduction Schedule - The Board will deduct the agency fee from the paychecks paid to each employee on the aforesaid list during the remainder of the academic year in question.
 - c. Termination of Employment - If any employee terminates his or her employment with the Board before the Association has received the full amount of the agency fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the academic year in question.
 - d. Employees who leave during the work year, whether they voluntarily pay dues or are agency fee payers, shall be treated identically with regard to the payment of dues/fees. Upon termination of employment, the disbursing officer shall deduct any remaining amount owed under the terms of statute for the current year.
 - e. Mechanics - The mechanics for the deduction of agency fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
 - f. New Employees - Representatives of the Association shall receive, upon request, a written list of names, job titles and dates of employment of any new employees.

3. Indemnification

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the board in conformance with this provision.

Article 7

Evaluation of Employees

A. Open Evaluations

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

B. Definitions

“Evaluation” shall mean a written evaluation prepared by the member of the administrative or supervisory staff who observed the performance of an employee. “Annual evaluation” shall mean an annual, written summary of the performance of an employee and shall include all previous observations and evaluations for that year.

C. Evaluation by Certificated Supervisors

Employees shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

D. Copies of Evaluation

An employee shall be given a copy of the district-approved evaluation form prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee’s file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form. A district-approved evaluation form shall be presented to an employee no later than five (5) working days following the observation. The employee shall sign a copy of the district-approved evaluation form, acknowledging its receipt, and return it to his/her evaluator no later than five (5) working days following its receipt by the employee.

E. Employee Response

All employee evaluations will be reduced to writing on the district employee evaluation report form. The employee may respond to the evaluation with a written response within fifteen (15) days of the post evaluation conference.

- F. **Additional Observation**
Any employee shall have the right to make a request in writing for one additional observation of his/her work for the purpose of personal improvement of performance.
- G. Copies of job descriptions, observations and evaluation form and prepared evaluation criteria shall be given to each unit employee at the beginning of each year.

Article 8

Personnel Records

- A. **File**
An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at his/her expense of any documents contained therein. An employee shall be entitled to have representative(s) of the Association accompany his/her during such review.
- B. **Derogatory Material**
No material derogatory to an employee's conduct, service, character, or personality or any material which could have an adverse effect on an employee's status shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The failure of the employee to affix his or her signature to said material after review may not preclude that material from being placed into the employee's file. The employee shall also have the right to submit a written answer to such material within ten (10) working days and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- C. **No Separate File**
Except for personal references, and other similar documents used in the hiring process, the Board shall not establish any separate personnel file which is not available for the employee's inspection.
- D. **Termination of Employment**
Any evaluation of an employee upon termination of his/her employment shall be concluded prior to any recommendation for severance.

Article 9

A. Teachers

1.
 - a. The workday for full-time teaching staff members shall be seven (7) hours and fifteen (15) minutes inclusive of a duty-free lunch of twenty-five (25) minutes. Work performed pursuant to “coaches’ salaries” and “extra curricular honoraria” and assigned meetings shall not be computed within this time.
 - b. Commencing with July 1, 1999 the middle school and high school shall both utilize a seven (7) period per day instructional schedule. Effective July 1, 2000, each instructional period in both facilities shall increase by two (2) minutes per period. No teacher shall be assigned more than three classes in a row, where administratively feasible.
 - c. No teacher shall be required to have more than three preparations, where administratively feasible.
 - d. Traveling Teachers -Where administratively feasible, teachers who are assigned to more than one school shall begin their day in one school and travel to the other where they will end their day. No teacher shall be required to travel back and forth between schools. Traveling teachers must be allowed thirty minutes to travel which will be designated as their duty period. This time shall not encroach on either the teacher’s lunch or unassigned period.
2. During each regular school day, full-time classroom teachers shall receive one (1) unassigned period in addition to the lunch period.
3. Employees may be required to attend three (3) after-school meetings per month. One meeting shall not exceed one (1) hour and ten (10) minutes after departure of regular-run student buses and two (2) meetings not to exceed forty (40) minutes after departure of regular-run student buses.
4.
 - a. A list of teachers who are willing to forfeit their unassigned period to do class coverages which occur during another teacher’s absence shall be established by the building administrator in each building. These people shall be used first to cover classes if it is necessary to call a teacher from an unassigned period. If involuntary assignment is necessary, the administration shall rotate such assignment among teachers who have unassigned period during the period when the coverage is required.
 - b. Effective July 1, 2004, a teacher who covers a class during his/her unassigned period shall be compensated at the rate of \$28.00 per period.
5.
 - a.. At least seventy percent (70%) of classroom teachers shall be assigned no more than five (5) teaching period per full work day. If administratively possible, this percentage will be higher.

- b. The administration shall make every reasonable effort to insure that sixth (6th) class teaching assignments are “rotated” between and among the teaching staff members of each department. While this may require adjustments to curricular teaching assignments, every reasonable effort will be made to insure that no teachers teaches a sixth (6th) class assignment more than two years in a row. The 2000-2001 school year shall serve as Year One for this determination.
- c. The term “classroom teachers” when used in a. and c. of this subsection is defined to mean those unit members who are regularly assigned to instruct pupils. This term does not include guidance counselors, school nurses, library/media specialists or special services personnel.
- d. Nothing in this subsection affects the assignment of duty periods to classroom teachers.
- e. It is understood by the parties that any change from the current scheduling approach (most particularly the absence of double period) may require redrafting of the language in a. above. In any event, both the percentage of commitments and the average five (5) teaching period per full work day shall be maintained.
- f. During the duration of this agreement, the administration will make every effort to eliminate home room, bus duty, hall duty, bathroom duty, etc. for all staff teaching a 6th class teaching assignment.

B. Instructional Aides

- 1. During the employee work year, the normal workday for full-time instructional aides shall be seven (7) hours or eight (8) hours inclusive of a duty-free lunch of twenty-five minutes.
- 2. B.1 shall not preclude the assignment of overtime work. Overtime shall be distributed as equitably as possible subject to the needs of the District and all employees shall be expected to work a reasonable amount of overtime, when needed.
- 3. During the employee work year, full-time instructional aides shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.

C. Secretaries, Clerk Typists and Accounting Clerks

- 1. Between September 1 and June 30, the normal workday for full-time secretaries, clerk typists and accounting clerks shall be eight (8) hours inclusive of a thirty (30) minute duty-free lunch period.
- 2. The provisions of B2. Above shall apply to secretaries, clerk typists and accounting clerks.

3. Between September 1 and June 30, full-time secretaries, clerk typists and accounting clerks shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.
4. Summer working hours shall begin the last week in June through August 24th each year. The twelve month employees will work a four-day work week consisting of eight (8) hours each day inclusive of a duty-free lunch period of thirty (30) minutes.
- D. All employee shall be able to leave the building during the duty-free lunch period.
- E. **Definition of "Overtime"** - Time and one-half (1 ½) at the rate of the employee's regular rate of pay shall be paid when the employee's hours exceed forty (40) hours in any calendar week or eight (8) hours in any day.

Article 10

Employee Work Year

A. Vacations

1. Twelve (12) Month Non-Certified Personnel

The Board shall provide for ten (10) vacation days per annum through the first three years of employment (July 1st through June 30th). These days may be applied as they accrue at the rate of the one (1) day per month through and including ten (10) full days per year.

2. The application of vacation time as identified above commences on the first day of the month following the first full month of employment.
3. Beginning with the fourth (4th) full year of employment, the Board shall provide fifteen (15) days vacation per annum which shall accrue at the rate of one and one-quarter (1 1/4) days per month.
4. After ten (10) years of employment, the Board shall provide twenty (20) days vacation per annum which shall accrue at the rate of one and two-thirds (1 2/3) days per month.
5. Vacation time may be accumulated to a maximum of twenty (20) days above the continuing accrual and will only be entitled as a result of written authorization from the Superintendent.

B. Length of Work Year - Teachers, Secretaries, Aides, Clerk Typists, Accounting Clerks and Attendance Officers on Ten-Month Contracts

The work year shall not exceed one hundred and eighty-five (185) days for employees except for new employees who may be required to attend an additional two (2) days for orientation. The school calendar shall reflect a half work day for staff on the Wednesday before Thanksgiving Day and the day prior to the onset of the Winter Break, only when Christmas Day is a Wednesday, Thursday or Friday and school is in session that week.

- C. Prior to November 15th the Association shall supply to the Superintendent its recommendations regarding the school calendar for the following school year. The Superintendent will supply the Association with a draft proposed school calendar by January 15th. The Superintendent will meet with representatives of the Association at their request during the month of February to discuss Association concerns with the draft-proposed calendar. The Board shall act upon the school year calendar in March or April. The Superintendent will meet with representatives of the Association at their request during the month of May to explain the adopted calendar.

Article 11

Salaries

- A. Salaries for teachers for each year of this Agreement are set forth in the Appendixes. The attached guide for professional staff shall represent salaries effective July 1, 2004 through June 30, 2007 and reflect 4.8%, 5.0% and 5.2% increases for the 2004-05, 2005-06 and 2006-07 school years respectively.
- B. Salaries for all other unit employees are set forth in the Appendixes, which shall represent salaries for support staff personnel effective July 1, 2004 through June 30, 2007 and reflect 4.8%, 5.0% and 5.2% increases for the 2004-05, 2005-06 and 2006-07 school years respectively. Support staff guides have an additional \$15,000 included for adjustments in the 2004-05 school year support guides.
- C. The Athletic Trainer will be paid for summer work on a per diem rate basis.
- D. Coaches' salaries for each year of this agreement are set forth in the Appendixes. And and reflect 4.8%, 5.0% and 5.2% increases for the 2004-05, 2005-06 and 2006-07 school years respectively.
- E. Honoraria for student activities for each year of this Agreement are set forth in the Appendixes and reflect 4.8%, 5.0% and 5.2% increases for the 2004-05, 2005-06 and 2006-07 school years respectively.

- F. Employees may elect to have up to the statutory maximum percentage of their salary deducted from their pay and transmitted to their designated Credit Union , an IRA or tax shelter.
- G. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
- H. All ten-month employees shall receive their final pay not later than three working days following the employee’s last working day in June.
- I. Separate coaching and honoraria checks will be issued by the board. In no case will any supplement check be included in any salary check. Coaches will be paid according to the following schedule.

Pay dates in A and B below will be whenever the normal salary check is distributed.

	Payment	Fall	Winter	Spring
A	1/3 Stipend	September 30 th	December 30 th	March 30 th
B	1/3 Stipend	October 30 th	January 30 th	April 30 th
C	1/3 Stipend	Awards Function	Awards Function	Awards Function

- J. The Board shall reimburse all coaches for any reasonable expenses arising from scouting trips, clinics or other coaching related activity up to the maximum expenditure approved by the Superintendent in advance of the activity.
- K. An employee in any unit subgroup who is on the last numbered step of his/her guide in the last year of any Agreement shall only move to a new salary level for the first year of a Successor Agreement after the mutual ratification of an express, written agreement.
- L. The Board shall provide written notification of reappointments and non-reappointments for all coaches and activity sponsors for Fall or Winter sports/activities by the last working day of the prior school year and for the spring sports/activities by September 30th.
- M. **Longevity**
 - 1. A longevity increment of \$500.00 will be paid to each teaching staff member who has fifteen (15) or more full years actually worked in public schools under teacher certification. No teacher shall begin to receive their payment after June 30, 1998.

2. **District Longevity**

There shall be a district longevity stipend for full-time teaching staff and support staff completing full years of service to the District by June 30 as follows:

<u>4 Years</u>	<u>8 Years</u>	<u>12 Years</u>
\$225.00	\$600.00	\$1,000.00

Movement to or within District Longevity shall occur on July 1st following attainment of the requisite time needed to qualify for longevity. Work in a year (July 1 through June 30) qualifies as a “year” for longevity purposes when the employee has worked or been on an approved paid leave of absence (under the terms of this contract) for one-half of the scheduled work days for the employee’s category plus one day during a year (July 1 through June 30). “Years” granted to an employee before July 1, 1993 shall be credited towards longevity even if they do not meet the definition in the preceding section.

3. Effective July 1, 2003, an additional annual longevity payment of \$500.00 will be made to all eligible P.E.A. staff who have accrued 20 years or more of service with the school district. All other eligible P.E.A. staff shall receive this additional longevity payment at the commencement of their 21st contract with the school district.
4. All staff (professional and support) hired after July 1, 1998 shall not be eligible for any longevity payments.
- N. Effective July 1, 1986, in order to be eligible for an increment, a full-time or daily-employed part-time employee must have worked and/or been on an approved leave of absence (under the terms of this contract) for one-half of the scheduled work days for the employee’s category plus one day during the previous contract year.
- O. **Instructional Aides, Secretaries, Clerk Typists and Accounting Clerks**
An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least a eight percent (8%) increase in salary over the employee’s current salary. If the employee is promoted to a position which requires more months during the work year or more hours during the work day, the employee’s current salary shall be calculated at the relevant higher proportionate rate of pay before the eight percent (8.0%) minimum calculation is made.
- P. **Replacement Compensation for Secretaries, Clerk Typists and Accounting Clerks**
An employee who is assigned and assumes the duties of another employee who is absent for reasons other than vacation and who has not been replaced by a substitute shall receive twenty dollars (\$20.00) per day for each day worked. This clause shall also be effective when an employee is assigned and carries out the duties of a vacant position.

Article 12

Seniority and Job Security - Secretaries, Clerk Typists, Aides, Bookkeepers and Accounting Clerks

- A. School District seniority is defined as service by an employee within a specific job title in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if the employee resigns or is discharged for cause, irrespective of whether the employee is subsequently rehired by the School District.
- B. New employees must have worked three (3) years in a bargaining unit position(s) prior to the application of the seniority protection in C. and D. below.
- C. In the event of a reduction in force, employees shall be laid off in the inverse order of seniority of all employees within the specific job title.
- D. In the event that within three (3) years from the date of an employee's layoff a vacancy occurs in the classification of the employee's specific job title, the employee shall be entitled to recall thereto in the order of specific job title seniority.
- E. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District,. By certified mail, return receipt requested. Within one week from receipt of such notice of recall, the employee shall notify the Superintendent in writing, whether or not the employee desires to return to the work involved in the recall. If the employee fails to reply or indicates that he/she does not desire to return to such work, the employee shall forfeit all seniority and all right to recall. If the employee indicates that he/she desires to return to the work involved in the recall notice, then the employee shall report for such work within two (2) weeks from the date of receipt of the recall notice or within such period of time as is set forth in a written extension of time shall forfeit all seniority and all right to recall.

Article 13

Assignments and Posting of Vacancies

- A. All teachers shall be given written notice of their class, subject, building and room assignment for the forthcoming year as near to July 15th as possible, but not later than September 1st.
- B. The parties recognize that changes in subject assignments and transfers between schools may be necessary. No transfer or change in assignment shall be made without a prior

meeting between the Supervisor, a Principal, an Assistant Principal or the Superintendent and the affected teacher.

- C. When an involuntary change or reassignment to another building is to be made, the best interests of the educational program, a teacher's area of competence, major and minor field of study, length of service in the Pinelands Regional School District, length of service in the particular school building and other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining said transfer or reassignment. This clause is not arbitrable.
- D.
 - 1. All notices for job opportunities within the negotiating unit shall be posted in all departmental work locations on the official bulletin board at least five (5) working days before the closing date for applications, except in emergencies.
 - 2. The Board shall provide the President of the Association a copy of each vacancy. During the period between the last day of school and the first day of school, the copy shall be mailed to the Association President's home address.
- E.
 - 1. The Board shall adopt job descriptions for each support staff position (by job title, not location).
 - 2. The Superintendent shall provide the Association with draft job descriptions before they are adopted by the Board. The Association may comment on the job description(s) in writing to the Superintendent.
- F.
 - 1. Using the 2003-04 as the teaching assignment base, a teacher who meets "highly qualified" status in a subject area shall not be assigned to teach outside their "highly qualified" status.
 - 2. Using the 2003-04 as the base year, those teachers who are pursuing "highly qualified" status in a given content area cannot be assigned to teach outside of that content area, providing course work is completed not later than July 1, 2005.

Article 14

Sick Leave

- A.
 - 1. All twelve (12) month employees under contract shall be granted twelve (12) sick leave days per year.
 - 2. All ten (10) month employees under contract shall be granted ten (10) sick leave days per year.

- B. Bargaining unit members newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered as a full month.
- C. Sick leave days shall be accumulative throughout the course of employment in the District and may be used for illness in subsequent years.
- D. **Sick Leave Bank**
1. Effective July 1, 2004, the Association shall be completely responsible for the procedures/operation of the Sick Bank.
 2. New unit employees hired on July 1, 1994 and later will have one less personal day available in their first year of employment (July 1 through June 30) under Article 15A.1.
 3. Each September, the administration will advise the Association of the number of new staff hired in the district.
- E. Employees may be required to provide medical proof of illness upon the request of the Superintendent.
- F. Employees shall be given a written accounting of accumulated sick leave days not later than September 30th.
- G. **Payment for Unused Sick Leave Upon Retirement**
1. Employees must be eligible for and actually retire under the auspices of the T.P.A.F. and P.E.R.S. system.
 2. In order to be eligible for said payment, the employee must give four (4) months written notice of intention to retire. In cases of disability, certified for the purposes of retirement, the notice will be waived. The Board may waive the notice requirement in other cases at its own discretion. Such waiver or its denial is not grievable.
 3. In order to be eligible for said payment, the unused sick leave days of a retiring employee (defined in 4. below) shall be at least sixty percent (60%) of the available accumulated sick leave days (defined in 5. and 6. below). Effective July 1, 2002, the minimum required available sick time will be reduced from sixty percent (60%) to fifty percent (50%).
 4. "Unused sick leave days" is defined to mean a maximum of 180 sick leave days available to the employee at the time of retirement including converted unused personal leave days. Personal days converted to sick days will be counted only as

remaining sick time, and will not be used in determining the total available sick time credited to the employee.

5. "Available accumulated sick leave days" is defined to mean all sick leave days credited upon initial employment and those credited to the employee annually under the terms of Article 14 A. and B.
6. Employee absences of ten (10) consecutive days or more which have been certified by a physician at the time of the absence will be credited toward the percentage as determined in 3. above, but such days will not be compensated.
7. An employee who meets the terms of the above provisions shall be paid for all unused sick leave days at the following rates:

	<u>July 1, 2004</u>	<u>July 1, 2005</u>	<u>July 1, 2006</u>
Professional Staff	\$120.00/day	\$125.00/day	\$130.00/day
Support Staff	\$ 95.00/day	\$100.00/day	\$105.00/day

8. Upon the death of an employee who has, at the time of death, met the terms of G3. above, the Board shall make the payment to a designated beneficiary or to no more than two (2) designated beneficiaries in equal payments. Beneficiaries shall be the same as those listed to receive pension death benefits.

Article 15

Temporary Leaves of Absence

A. Personal Leave

1. The Board shall provide three (3) non-accruing personal days per year to each employee for which no specific reason need be given. These personal days shall not be taken on days before or after holidays unless approved by the Superintendent. The number of personal leave days for new employees in the first year of employment is controlled by Article 14D5.
2. Requests for personal days under A.1 above must be filed with the Superintendent at least five (5) working days period to the day to be taken and must be approved by him/her. The notice provision will be waived in the event of an emergency. Emergency personal leave requests must include the specific reason for the request.

3. Unused personal leave day shall be converted each July 1st to sick leave days. Thereafter, these days are available for employee use under the terms of Article 14C, E and F and applicable statutes and regulations.

B. Legal

1. All employees shall be compensated at their full rate of pay for each day the employee's presence in court is required by subpoena as a witness. This benefit shall not apply if the employee(s) is a party to an action if that action is instituted by the Board against said employee or by an employee(s) against the Board of its agents.
2. Employees shall be compensated at their full rate of pay for each full day that the employee is required by the court to be in attendance on a jury.
3. The total combined compensation under the above shall not exceed ten (10) days during any school year, unless by special request from the court. If the court does specially request additional time, such request shall be viewed by the Board on a case-by-case basis.

C. Temporary Military

1. Employees assigned to participate in training exercises of official branches of the armed services shall receive full compensation during their absence from the District for a period not to exceed two (2) weeks per contract year of employment.
2. A certified copy of the order for active duty must accompany each request. It is expected that employees will advise their supervisor within three (3) working days of notification in order that the District may schedule to its requirements.
3. In the event that New Jersey's statutory requirements are altered to provide for employer pay less military compensation, said alteration shall be adopted as the controlling provision of this Agreement.

D. Death

1. The Board of Education shall provide for five (5) non-accruing days per incident for attendance services as a result of death in the immediate family (spouse, child, parent, parents-in-law, grandparents, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew).
2. Two (2) additional days may be taken for death of a parent, spouse, child or sibling which shall be deducted from the employee's accumulated sick leave days.

Article 16

Insurance Coverage

1. Medical

- A. Employees working twenty (20) hours or more per week on a regular basis shall be provided with group health insurance coverage for themselves at the Board's expense.
- B. Each such employee may also enroll his/her spouse and dependent child(ren), under the State Health Benefits Plan definition of that term, in the group health insurance coverage.
- C. Effective July 1, 1996, the Board paid-for plan shall be the NJ Plus Plan (PPO). The Board's maximum premium contribution toward insurance for those enrolled in single coverage shall be 100% of the single premium for the traditional indemnity plan. The Board's maximum premium contribution at all other enrollment levels for the Traditional, NJ Plus (PPO) or HMO shall not exceed 100% of the NJ Plus premium at the relevant enrollment level. Employee contributions over the Board maximum shall be made through equal deductions spread over all pay periods.

2. Prescription Plan

The board shall contribute a maximum of three hundred dollars (\$300.00) average per unit employee to a family prescription plan.

3. Dental Plan

Effective July 1, 2002, the Board's contribution to the dental insurance premium will be equal to 50% of the annual composite premium for the Delta Premier Program. Effective July 1, 2005, the Board's contribution will be equal to 65% of the annual composite premium for the Delta Dental Premier Program. Effective July 1, 2006, the board's contribution will be equal to 85% and effective June 30, 2007, the Board's contribution will be equal to 100% of the annual composite premium for the Delta Dental Premier Program.

4. Optical

Effective July 1, 1996, there shall be an optical plan covering eligible employees and eligible family members. An "eligible employee" is one who works 20 or more hours per week in a unit position. "Eligible family members" are those dependent family members as defined by the carrier's rules. The Board's maximum contribution toward any employee's optical plan shall be \$115.00 for each year of the Agreement.

5 **Miscellaneous**

- A Registration for the above insurance plans is the responsibility of the employee. Application for enrollment in the plans shall be made in the offices of the Superintendent.
- B The Board reserves the right to change insurance carriers at any time, and the Board shall maintain substantially similar benefits. In no case will the Board offer less coverage than presently exists.
- C Group benefits shall be provided only in accordance with the terms of each individual plan and its rules, regulations and procedures.
- D For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.
- E The Board shall provide to each employee a description of the healthcare insurance coverage provided under this Article not later than October 1, each year which shall include a clear description of conditions and limits of coverage as listed above.
- F All employees will be enrolled in a pre-tax deduction which allows employees to pay medical and/or dental deductions in a pre-tax format (125 Plan).

Article 17

Child Rearing Leave

- A. Applications for child rearing leave shall be made by the employee to the Superintendent on forms provided by the board at least three (3) months prior to the anticipated birth of the child.
- B. Child rearing leave shall be granted to tenured employees or after three (3) years' employment for a period of six (6) months from the date of the child's birth (July and August are excluded in the calculation). Tenured staff, experiencing medical hardship conditions/circumstances may make a direct request to the Board for other non-paid personal leave.
- C. Any employee adopting a child shall be granted a child rearing leave in conformity with the provisions in B. above which shall commence upon the date such employee obtains

custody of the child. Notice shall be given to the Superintendent at least sixty (60) days prior to the anticipated date of custody if possible, and if not, as soon as practicable.

- D. Upon return from a child rearing leave, all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.
- E. Consecutive leave under B/C above shall not be granted to any employee.
- F.
 - 1. If during the term of any leave under B or C an employee is employed full-time by another employer during any portion of the regular school day, he or she will be deemed to have terminated leave under said provisions and to have abandoned his or her position.
 - 2. Under this clause, an employee may accept part-time employment and may substitute in the Pinelands Regional School District.
 - 3. Employees may sub in other school districts. Employees wishing to sub in other school districts shall provide the Board with two phone numbers where they may be reached in the evening. The Board may call the employee before 11:00 p.m. of the evening preceding the next workday to inform the employee of the Pinelands substitute assignment. If no call is received by 11:00 p.m., the employee is free to substitute elsewhere.

Article 18

Tuition Reimbursement

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, in-service training sessions or other such sessions which an employee is required by the administration to take.
- B.
 - 1. Effective July 1, 2004, the Board shall provide a pool of monies for tuition and fees reimbursement for graduate level courses for professional staff as listed below:

<u>Year</u>	<u>Maximum Amount</u>	<u>For</u>
July 1, 2004	\$30,000	\$10,000 each semester for graduate level courses \$ 5,000 each semester to meet NCLB Highly Qualified Teacher Requirements
July 1, 2005	\$30,000	\$15,000 each semester for graduate level courses
July 1, 2006	\$40,000	\$20,000 each semester for graduate level courses

- 2 The Board agrees to reimburse support staff for the cost of tuition and fees for approved courses up to a maximum annual reimbursement of \$400.00 for support staff.
- 3 The deadline to request reimbursement for the first semester (summer and fall courses) shall be September 15th; and the deadline for second semester reimbursement shall be February 1st. In order to be eligible for reimbursement, any staff member must receive prior written approval of the course(s) by the Superintendent. An employee must gain a grade of “B” or better in a course. If the course is “Pass-Fail”, the employee must pass. Reimbursement shall be made after the employee submits verifiable proof of completion of the course indicating the grade earned.

Article 19

Committees

- A. A committee of the Association shall meet as necessary with the Superintendent and such administrators as the Superintendent selects. These meetings shall in no way disrupt the educational program. Matters that pertain to grievances or negotiations shall not be subjects of these meetings.
- B. The Board and the Association agree to establish a committee to meet periodically to discuss areas of mutual concern. The make-up of the committee shall be flexible enough to include whatever persons shall be appropriate to the issues to be discussed. The purpose of this committee shall be to establish a vehicle for the Board and the Association to meet periodically and to keep open valuable lines of communication. Matters pertaining to grievances or negotiations shall not be subjects of these meetings.
- C. A joint Health & Safety Committee shall be established and consist of four members appointed by the Association President, four board members and the Superintendent. The Committee shall meet at least three times each year to discuss, review and implement programs and procedures in areas of concern to the parties. The purpose of the Committee is to reduce grievances pertaining to unsafe or hazardous conditions which may endanger personnel’s health and safety. All staff issues and concerns relating to health and safety must be submitted to this Committee.

Article 20

Miscellaneous Provisions

- A. There shall be no discrimination by the Board or the Association against any employee on the basis of race, color, creed, sex, age, national origin, religious or political affiliation.

- B. Board Policy - This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. Separability - If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Compliance Between Contract and Master Agreement - Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- E. Annually, the Superintendent will meet with the Association President to prepare a “Years of Experience” chart to be used to place new employees on the appropriate salary guide step.
- F. Printing - Copies of this Agreement shall be printed at the expense of the Board and the Association after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed or hereafter employed. The number of copies printed for the Association shall be equal to the number of unit employees plus fifty (50) copies.
- G. Notice - Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified letter at the following address:
1. If by Association, to Board at:
Pinelands Regional Board of Education
P.O. Box 248
Tuckerton, NJ 08087
 2. If by Board, to Association at:
President, Pinelands Education Association
c/o Pinelands Regional School District
P.O. Box 248
Tuckerton, NJ

Article 21

Duration

- A. This Agreement shall be effective as of July 1, 2004 and shall continue in effect until June 30, 2007. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless an extension is agreed to by both parties and expressed in writing prior to such a date.

- B. IN WITNESS THEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respecting secretaries, and their corporate seals to be placed hereon, all on the date and year first above written.

**PINELANDS REGIONAL
BOARD OF EDUCATION**

**PINELANDS EDUCATION
ASSOCIATION**

President

President

Secretary

Secretary

**SIDEBAR AGREEMENT
BETWEEN
THE PINELANDS EDUCATION ASSOCIATION AND
THE PINELANDS REGIONAL BOARD OF EDUCATION**

Professional Development and Educational Improvement

- A. Purpose - In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principal of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests, and needs.

The Board agrees to implement the following commencing with the 2001-2002 school year:

- B. Professional Development Committee (Local Board)
1. Role of the Committee - The Committee, as established by the Department of Education's regulations, shall be empowered to work in conjunction with the district superintendent, to assess in-service needs and professional development opportunities and to plan and implement professional development programs in accordance with the needs.
 2. The Professional Development Committee shall establish its own rules and procedures. The Committee will develop the appropriate forms needed to conduct its business and meet its responsibilities to the district and individuals. Said forms will include, but not be limited to application forms, payment requests and maintenance of individual training hours.
 3. Release time shall be provided for all members of the Local Professional Development Board to work on the professional development program and needs.
- C. Programs
1. Professional Days - The Board will pay the full cost of tuition and other reasonable expenses incurred with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher attends as part of his/her continuing education plan and/or is required and/or requested to attend by the administration. Said expenses include, but are not limited to registration fees, transportation and materials.

2. In-Service Workshops, Conferences, Programs - The board may, at its discretion, consult with the Association on matters pertaining to in-service workshops, conferences, and programs designed to improve the quality of instruction within the school district.

In any given year, the Board will provide 15 to 20 hours of in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education.

In-Service programs shall be conducted during the teacher workday and work year when teacher attendance is required.

- I All certified staff will have the opportunity to complete the in-district professional development workshops. Credit toward the 100-hour requirement will be awarded for seminars/workshops that are approved by the superintendent in consultation with the local professional development board. To receive credit the staff member must satisfactorily complete the seminar/workshop.
- II Staff members who are serving as instructors for in-service seminars/workshops will receive a \$30.00 per hour stipend for the presentation as well as clock hours credited towards the 100-hour requirement. Staff member preparation time for each workshop will be included in the \$30.00 stipend. The teacher or presenter of the same or similar course or workshop shall count only once in a five-year cycle.
- III Hours toward professional development requirements will be awarded as per state statute.

- D. Record Keeping - The District will maintain a record of the number of hours of continuing education for each employee and provide each with an account of accumulated hours each September. Any discrepancies between the district record and the employee's record should be noted within 30 days of receipt of the Board's records.

- E. Professional Improvement Plans - The development of the employee's Individual Improvement Plan (PIP) shall be recorded on the form provided for this purpose by the Professional Teaching Standards Board (PTSB). A copy of this form shall be kept in the employee's personnel file.

Mentors and Provisional Teachers

A. Mentors

1. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for the positions.

2. No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
3. No teacher shall serve as a mentor unless tenured by the district.
4. No teacher shall serve as a mentor to more than one (1) provisional/alternate route teacher simultaneously.
5. The Board shall provide training for all teachers who serve as mentors before the start of their assignments. Whenever possible, such training shall be scheduled during the regular work day. If training is scheduled for hours outside the regular work day, the teacher shall be compensated at \$23.00 per hour. The district shall pay all costs connected with said training, including travel to any out-of-district training site, meals, lodging and miscellaneous fees.
6. The administration will make every effort to insure that mentors and provisional teachers are assigned a common UCP in addition to a five class per day teaching schedule.
7. Any mentoring stipend provided by the State will be given to the mentor teacher. The mentoring fee of \$550.00 for traditional route candidates and \$1,000 for alternate route candidates will be deducted from the provisional teacher's paycheck and given to the mentor teacher at the end of the mentoring period.
8. The Board will reimburse the provisional teacher the appropriate mentoring fee he/she paid to mentor teacher upon his/her attainment of tenure in the district.

PINELANDS REGIONAL SUPPORT STAFF GUIDES

2004 - 2007

ACCOUNTING CLERKS

STEP	ACCOUNTING CLERK	ACCOUNTING CLERK	ACCOUNTING CLERK
	2004-2005	2005-2006	2006-2007
1	\$26,372	\$27,595	\$28,941
2	\$26,472	\$27,695	\$29,041
3	\$27,132	\$27,795	\$29,141
4	\$28,082	\$28,489	\$29,241
5	\$29,031	\$29,486	\$29,970
6	\$29,981	\$30,483	\$31,019
7	\$30,930	\$31,480	\$32,068
8	\$31,879	\$32,476	\$33,116
9	\$32,833	\$33,473	\$34,165
10	\$35,149	\$34,475	\$35,214
11	\$37,193	\$36,907	\$36,268
12	\$39,034	\$39,052	\$38,826
13	\$40,461	\$40,986	\$41,083
14	\$41,887	\$42,484	\$43,117
15	\$43,313	\$43,981	\$44,693
16	\$44,739	\$45,479	\$46,268
17	\$46,166	\$46,976	\$47,844
18	\$47,174	\$48,474	\$49,419
19		\$49,533	\$50,995
20			\$52,108

PINELANDS REGIONAL SUPPORT STAFF GUIDES

2004 - 2007

ATTENDANCE OFFICER

STEP	ATTENDANCE OFFICER 2004-2005	ATTENDANCE OFFICER 2005-2006	ATTENDANCE OFFICER 2006-2007
1	\$27,996	\$29,301	\$30,735
2	\$28,096	\$29,401	\$30,835
3	\$28,834	\$29,501	\$30,935
4	\$29,572	\$30,276	\$31,035
5	\$30,310	\$31,050	\$31,850
6	\$31,719	\$31,825	\$32,665
7	\$33,129	\$33,305	\$33,480
8	\$34,538	\$34,785	\$35,037
9	\$35,949	\$36,265	\$36,594
10		\$37,746	\$38,151
11			\$39,709

2004-2007 Coaching Stipends

	2004-05	2005-06	2006-07
HEAD			
B & G Soccer	\$5,843.00	\$6,135.00	\$6,454.00
B & G Cross Country	\$4,275.00	\$4,489.00	\$4,723.00
Football	\$6,441.00	\$6,763.00	\$7,114.00
B & G Tennis	\$4,275.00	\$4,489.00	\$4,723.00
Cheerleading (Winter)	\$4,693.00	\$4,928.00	\$5,184.00
Cheerleading (Fall)	\$4,693.00	\$4,928.00	\$5,184.00
Field Hockey	\$5,843.00	\$6,135.00	\$6,454.00
B & G Basketball	\$6,367.00	\$6,686.00	\$7,033.00
Wrestling	\$6,367.00	\$6,686.00	\$7,033.00
B & G Winter Track	\$4,572.00	\$4,801.00	\$5,050.00
B & G Bowling	\$3,454.00	\$3,626.00	\$3,815.00
Baseball	\$5,843.00	\$6,135.00	\$6,454.00
LaCrosse	\$5,843.00	\$6,135.00	\$6,454.00
Softball	\$5,843.00	\$6,135.00	\$6,454.00
B & G Spring Track	\$5,843.00	\$6,135.00	\$6,454.00
Golf	\$3,454.00	\$3,626.00	\$3,815.00
FRESHMAN			
Football (2)	\$4,302.00	\$4,517.00	\$4,752.00
B & G Basketball	\$4,131.00	\$4,337.00	\$4,563.00
Baseball	\$3,830.00	\$4,021.00	\$4,231.00
Softball	\$3,830.00	\$4,021.00	\$4,231.00
ASSISTANT			
B & G Soccer	\$3,962.00	\$4,160.00	\$4,376.00
Football (5)	\$4,573.00	\$4,802.00	\$5,151.00
Cheerleading (Winter)	\$1,562.00	\$1,640.00	\$1,726.00
Cheerleading (Fall)	\$1,562.00	\$1,640.00	\$1,726.00

2004-2007 Coaching Stipends

Assistant (continued)	2004-05	2005-06	2006-07
Wrestling (2)	\$4,275.00	\$4,489.00	\$4,723.00
Tennis	\$2,905.00	\$3,050.00	\$3,208.00
Field Hockey	\$3,962.00	\$4,160.00	\$4,376.00
B & G Basketball	\$4,275.00	\$4,489.00	\$4,723.00
Baseball (2)	\$3,962.00	\$4,160.00	\$4,376.00
LaCrosse	\$3,962.00	\$4,160.00	\$4,376.00
Softball (2)	\$3,962.00	\$4,160.00	\$4,376.00
Spring Track (4)	\$3,962.00	\$4,160.00	\$4,376.00
Winter Track	\$3,962.00	\$4,160.00	\$4,376.00
Golf	\$1,858.00	\$1,951.00	\$2,052.00
7TH AND 8TH			
Football (1)	\$3,799.00	\$3,988.00	\$3,813.00
Asst. Football (1)	\$1,572.00	\$1,650.00	\$1,735.00
B & G Soccer	\$3,454.00	\$3,626.00	\$3,815.00
Asst. Soccer (2)	\$1,572.00	\$1,650.00	\$1,735.00
Cross Country	\$3,454.00	\$3,626.00	\$3,815.00
Field Hockey	\$3,454.00	\$3,626.00	\$3,815.00
Asst. Field Hockey	\$1,572.00	\$1,650.00	\$1,735.00
B & G Basketball	\$3,662.00	\$3,845.00	\$4,045.00
Asst. Basketball (2)	\$1,572.00	\$1,650.00	\$1,735.00
Wrestling	\$3,662.00	\$3,845.00	\$4,045.00
Asst. Wrestling	\$1,572.00	\$1,650.00	\$1,735.00
Baseball	\$3,454.00	\$3,626.00	\$3,815.00
Asst. Baseball	\$1,572.00	\$1,650.00	\$1,735.00
Softball	\$3,454.00	\$3,626.00	\$3,815.00
Asst. Softball	\$1,572.00	\$1,650.00	\$1,735.00
Boys Track	\$3,454.00	\$3,626.00	\$3,815.00
Girls Track	\$3,454.00	\$3,626.00	\$3,815.00

2004-2007 Coaching Stipends

7/8 Continued	2004-05	2005-06	2006-07
Asst. B&G Track (2)	\$1,572.00	\$1,650.00	\$1,735.00
Cheerleading (Winter)	\$1,357.00	\$1,425.00	\$1,499.00
INTRAMURALS			
Fall (2)	\$2,605.00	\$2,735.00	\$2,877.00
Winter (1)	\$2,605.00	\$2,735.00	\$2,877.00
Spring (2)	\$2,605.00	\$2,735.00	\$2,877.00

2004-2007 Honoraria/Extra Curricular Positions

	2004-2005	2005-2006	2006-2007
Category A			
Thespian Society	\$3,242.00	\$3,404.00	\$3,581.00
Category B			
H.S. SADD Club	\$2,701.00	\$2,836.00	\$2,984.00
Student Government	\$2,701.00	\$2,836.00	\$2,984.00
Varsity "P" Club	\$2,701.00	\$2,836.00	\$2,984.00
WebMaster	\$2,701.00	\$2,836.00	\$2,984.00
Yearbook (H.S. Publications)	\$2,701.00	\$2,836.00	\$2,984.00
Category C			
Pep Band	\$2,160.00	\$2,269.00	\$2,387.00
Academic Competition	\$2,160.00	\$2,269.00	\$2,387.00
Assistant Thespian Society	\$2,160.00	\$2,269.00	\$2,387.00
Choral (JHS)	\$2,160.00	\$2,269.00	\$2,387.00
Chorus (H.S.)	\$2,160.00	\$2,269.00	\$2,387.00
Senior Class (2 positions)	\$2,160.00	\$2,269.00	\$2,387.00
Junior Class (2 positions)	\$2,160.00	\$2,269.00	\$2,387.00
Lighting Coordinator	\$2,160.00	\$2,269.00	\$2,387.00
Mock Trial	\$2,160.00	\$2,269.00	\$2,387.00
Project Graduation	\$2,160.00	\$2,269.00	\$2,387.00
School Banker	\$2,160.00	\$2,269.00	\$2,387.00
School Store (HS)	\$2,160.00	\$2,269.00	\$2,387.00
Video/TV Production Club (HS)	\$2,160.00	\$2,269.00	\$2,387.00
Category D			
Assistant Pep Band	\$1,619.00	\$1,700.00	\$1,788.00
Band Props	\$1,619.00	\$1,700.00	\$1,788.00

2004-2007 Honoraria/Extra Curricular Positions

	2004-2005	2005-2006	2006-2007
Category D continued			
Sophomore Class (2 positions)	\$1,619.00	\$1,700.00	\$1,788.00
Freshman Class	\$1,619.00	\$1,700.00	\$1,788.00
HS Newspaper	\$1,619.00	\$1,700.00	\$1,788.00
JHS SADD Club	\$1,619.00	\$1,700.00	\$1,788.00
Math Club (H.S.)	\$1,619.00	\$1,700.00	\$1,788.00
Yearbook (H.S. - Business)	\$1,619.00	\$1,700.00	\$1,788.00
Category E			
8 th Grade Class	\$1,214.00	\$1,275.00	\$1,341.00
7 th Grade Class	\$1,214.00	\$1,275.00	\$1,341.00
National Honor Society	\$1,214.00	\$1,275.00	\$1,341.00
Math Club (JHS)	\$1,214.00	\$1,275.00	\$1,341.00
Yearbook (JHS)	\$1,214.00	\$1,275.00	\$1,341.00
H.S. PRIDE Club	\$1,214.00	\$1,275.00	\$1,341.00
Category F			
Russian Club	\$1,079.00	\$1,133.00	\$1,192.00
Builders Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Media Club	\$1,079.00	\$1,133.00	\$1,192.00
French Club	\$1,079.00	\$1,133.00	\$1,192.00
Spanish Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Foreign Language Club	\$1,079.00	\$1,133.00	\$1,192.00
H.S. English Club	\$1,079.00	\$1,133.00	\$1,192.00
FCCLA Club	\$1,079.00	\$1,133.00	\$1,192.00
H.S. Computer Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Computer Club	\$1,079.00	\$1,133.00	\$1,192.00
H.S. Radio Club	\$1,079.00	\$1,133.00	\$1,192.00

2004-2007 Honoraria/Extra Curricular Positions

	2004-2005	2005-2006	2006-2007
Category F continued			
H.S. Science Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Science Club	\$1,079.00	\$1,133.00	\$1,192.00
History Club	\$1,079.00	\$1,133.00	\$1,192.00
Interact Club	\$1,079.00	\$1,133.00	\$1,192.00
Junior National Honor Society	\$1,079.00	\$1,133.00	\$1,192.00
Library/Media Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Newspaper	\$1,079.00	\$1,133.00	\$1,192.00
Stage Crew Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS Art Club	\$1,079.00	\$1,133.00	\$1,192.00
Unified Arts Club	\$1,079.00	\$1,133.00	\$1,192.00
JHS PRIDE Club	\$1,079.00	\$1,133.00	\$1,192.00
Habitat for Humanities	\$1,079.00	\$1,133.00	\$1,192.00
Category Other			
Pinelands Experience - Primary Coordinator	\$1,835.00	\$1,926.00	\$2,026.00
Pinelands Experience - Assistant Coordinator	\$1,284.00	\$1,349.00	\$1,419.00
Pinelands Experience - Home Program Coordinator	\$550.00	\$577.00	\$607.00
Volunteers	Beginning with 2005-06 school year, \$1,000 which was not utilized in the professional guides will be divided equally among volunteers of active clubs. These stipends will then increase at 5.2% for 2006-07		
Drama Club (JHS) 2 positions			
Psychology Club (HS)			
Economics Club (HS)			
Random Acts of Kindness			

**P.E.A. PROFESSIONAL STAFF SALARY GUIDE
2004-2005**

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	36,700	37,200	37,900	38,600	39,300	40,000
2	36,800	37,300	38,000	38,700	39,400	40,100
3	37,400	37,900	38,600	39,300	40,000	40,700
4	38,800	39,300	40,000	40,700	41,400	42,100
5	40,200	40,700	41,400	42,100	42,800	43,500
6	41,700	42,200	42,900	43,600	44,300	45,000
7	43,100	43,600	44,300	45,000	45,700	46,400
8	44,500	45,000	45,700	46,400	47,100	47,800
9	46,100	46,600	47,300	48,000	48,700	49,400
10	48,000	48,500	49,200	49,900	50,600	51,300
11	50,000	50,500	51,200	51,900	52,600	53,300
12	52,000	52,500	53,200	53,900	54,600	55,300
13	54,000	54,500	55,200	55,900	56,600	57,300
14	56,200	56,700	57,400	58,100	58,800	59,500
15	59,000	59,500	60,200	60,900	61,600	62,300
16	59,000	59,500	60,200	60,900	61,600	62,300
17	60,900	61,400	62,100	62,800	63,500	64,200
18	62,800	63,300	64,000	64,700	65,400	66,100
19	64,700	65,200	65,900	66,600	67,300	68,000
20	66,700	67,200	67,900	68,600	69,300	70,000
21	68,700	69,200	69,900	70,600	71,300	72,000

Steps 16 through 21 will receive equal dollar value increases

**P.E.A. PROFESSIONAL STAFF SALARY GUIDE
2005-2006**

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	38,600	39,100	39,800	40,500	41,200	41,900
2	38,700	39,200	39,900	40,600	41,300	42,000
3	38,800	39,300	40,000	40,700	41,400	42,100
4	39,500	40,000	40,700	41,400	42,100	42,800
5	41,000	41,500	42,200	42,900	43,600	44,300
6	42,500	43,000	43,700	44,400	45,100	45,800
7	44,000	44,500	45,200	45,900	46,600	47,300
8	45,500	46,000	46,700	47,400	48,100	48,800
9	47,000	47,500	48,200	48,900	49,600	50,300
10	48,600	49,100	49,800	50,500	51,200	51,900
11	50,700	51,200	51,900	52,600	53,300	54,000
12	52,600	53,100	53,800	54,500	55,200	55,900
13	55,000	55,500	56,200	56,900	57,600	58,300
14	57,500	58,000	58,700	59,400	60,100	60,800
15	61,500	62,000	62,700	63,400	64,100	64,800
16	61,500	62,000	62,700	63,400	64,100	64,800
17	61,500	62,000	62,700	63,400	64,100	64,800
18	63,400	63,900	64,600	65,300	66,000	66,700
19	65,300	65,800	66,500	67,200	67,900	68,600
20	67,200	67,700	68,400	69,100	69,800	70,500
21	69,200	69,700	70,400	71,100	71,800	72,500
22	71,200	71,700	72,400	73,100	73,800	74,500

Steps 16 through 22 will receive equal dollar value increases

P.E.A. PROFESSIONAL STAFF SALARY GUIDE
2006-2007

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	40,700	41,200	41,900	42,600	43,200	44,000
2	40,800	41,300	42,000	42,700	43,400	44,100
3	40,900	41,400	42,100	42,800	43,500	44,200
4	41,000	41,500	42,200	42,900	43,600	44,300
5	41,800	42,300	43,000	43,700	44,400	45,100
6	43,500	44,000	44,700	45,400	46,100	46,800
7	45,000	45,500	46,200	46,900	47,600	48,300
8	46,600	47,100	47,800	48,500	49,200	49,900
9	48,200	48,700	49,400	50,100	50,800	51,500
10	49,800	50,300	51,000	51,700	52,400	53,100
11	51,600	52,100	52,800	53,500	54,200	54,900
12	53,700	54,200	54,900	55,600	56,300	57,000
13	56,000	56,500	57,200	57,900	58,600	59,300
14	58,500	59,000	59,700	60,400	61,100	61,800
15	62,000	62,500	63,200	63,900	64,600	65,300
16	64,200	64,700	65,400	66,100	66,800	67,500
17	64,200	64,700	65,400	66,100	66,800	67,500
18	64,200	64,700	65,400	66,100	66,800	67,500
19	66,100	66,600	67,300	68,000	68,700	69,400
20	68,000	68,500	69,200	69,900	70,600	71,300
21	69,900	70,400	71,100	71,800	72,500	73,200
22	71,900	72,400	73,100	73,800	74,500	75,200
23	73,900	74,400	75,100	75,800	76,500	77,200

Steps 16 through 23 will receive equal dollar value increases

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

SECRETARIES - LEVEL I

STEP	SECRETARIES LEVEL I 2004-2005	SECRETARIES LEVEL I 2005-2006	SECRETARIES LEVEL I 2006-2007
1	\$23,311	\$24,290	\$25,304
2	\$23,861	\$24,476	\$25,553
3	\$24,954	\$25,054	\$25,748
4	\$26,248	\$26,202	\$26,357
5	\$27,541	\$27,560	\$27,564
6	\$28,224	\$28,823	\$28,994
7	\$29,426	\$29,635	\$30,321
8	\$30,628	\$30,897	\$31,176
9	\$31,830	\$32,159	\$32,504
10	\$33,032	\$33,421	\$33,831
11	\$34,663	\$34,684	\$35,159
12	\$36,402	\$36,396	\$36,487
13	\$37,713	\$38,222	\$38,289
14	\$39,892	\$39,599	\$40,209
15		\$41,887	\$41,658
16			\$44,065

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

SECRETARIES - LEVEL II

STEP	SECRETARIES LEVEL II 2004-2005	SECRETARIES LEVEL II 2005-2006	SECRETARIES LEVEL II 2006-2007
1	\$27,900	\$28,695	\$29,587
2	\$28,515	\$29,295	\$30,187
3	\$29,068	\$29,940	\$30,818
4	\$29,621	\$30,521	\$31,496
5	\$30,906	\$31,102	\$32,109
6	\$32,189	\$32,451	\$32,719
7	\$33,476	\$33,799	\$34,138
8	\$34,757	\$35,147	\$35,556
9	\$36,041	\$36,495	\$36,974
10	\$37,325	\$37,843	\$38,392
11	\$38,608	\$39,191	\$39,811
12	\$40,329	\$40,539	\$41,229
13	\$41,471	\$42,344	\$42,647
14	\$43,479	\$43,545	\$44,546
15	\$44,584	\$45,653	\$45,809
16	\$46,118	\$46,813	\$48,027
17	\$47,816	\$48,424	\$49,248
18		\$50,207	\$50,942
19			\$52,818

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

CLERKS - 12 MONTHS

STEP	CLERK - 12 MONTHS 2004-2005	CLERK - 12 MONTHS 2005-2006	CLERK - 12 MONTHS 2006-2007
1	\$19,370	\$20,238	\$21,190
2	\$20,605	\$20,338	\$21,290
3	\$21,840	\$21,635	\$21,396
4	\$22,520	\$22,932	\$22,760
5	\$23,197	\$23,646	\$24,124
6	\$25,007	\$24,357	\$24,875
7	\$26,818	\$26,257	\$25,623
8	\$27,486	\$28,159	\$27,622
9	\$28,155	\$28,861	\$29,623
10	\$28,824	\$29,563	\$30,361
11	\$29,492	\$30,265	\$31,100
12	\$30,162	\$30,967	\$31,838
13	\$32,013	\$31,670	\$32,577
14	\$33,230	\$33,613	\$33,317
15	\$33,934	\$34,892	\$35,361
16	\$34,638	\$35,630	\$36,706
17		\$36,370	\$37,483
18			\$38,261

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

CLERKS - 10 MONTHS

STEP	CLERKS - 10 MONTHS 2004-2005	CLERKS - 10 MONTHS 2005-2006	CLERKS - 10 MONTHS 2006-2007
1	\$18,777	\$19,621	\$20,551
2	\$18,877	\$19,721	\$20,651
3	\$19,689	\$19,821	\$20,751
4	\$20,507	\$20,674	\$20,851
5	\$20,903	\$21,532	\$21,749
6	\$21,299	\$21,948	\$22,652
7	\$21,695	\$22,364	\$23,089
8	\$22,091	\$22,780	\$23,527
9	\$23,502	\$23,196	\$23,964
10	\$24,912	\$24,677	\$24,402
11	\$26,494	\$26,158	\$25,960
12	\$28,075	\$27,818	\$27,518
13	\$29,468	\$29,479	\$29,265
14	\$29,816	\$30,941	\$31,012
15	\$30,163	\$31,307	\$32,550
16		\$31,671	\$32,935
17			\$33,318

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

TEACHER AIDES - 7 HOURS PER DAY

STEP	TEACHER AIDE (7 HRS.)	TEACHER AIDE (7 HRS.)	TEACHER AIDE (7 HRS.)
	2004-2005	2005-2006	2006-2007
1	\$15,787	\$16,481	\$17,249
2	\$15,887	\$16,581	\$17,349
3	\$16,287	\$16,681	\$17,449
4	\$17,126	\$17,102	\$17,549
5	\$17,964	\$17,982	\$17,991
6	\$18,803	\$18,862	\$18,917
7	\$19,641	\$19,743	\$19,843
8	\$20,479	\$20,623	\$20,769
9	\$21,318	\$21,503	\$21,695
10	\$22,156	\$22,384	\$22,621
11	\$22,995	\$23,264	\$23,548
12	\$23,826	\$24,144	\$24,474
13		\$25,017	\$25,400
14			\$26,318

PINELANDS REGIONAL SUPPORT STAFF GUIDES
2004 - 2007

TEACHER AIDES - 8 HOURS PER DAY

STEP	TEACHER AIDE (8 HRS.)	TEACHER AIDE (8 HRS.)	TEACHER AIDE (8 HRS.)
	2004-2005	2005-2006	2006-2007
1	\$18,774	\$19,617	\$20,548
2	\$18,874	\$19,717	\$20,648
3	\$19,676	\$19,817	\$20,748
4	\$20,477	\$20,659	\$20,848
5	\$21,279	\$21,501	\$21,734
6	\$22,081	\$22,343	\$22,619
7	\$22,882	\$23,185	\$23,505
8	\$23,684	\$24,027	\$24,390
9	\$24,483	\$24,868	\$25,276
10	\$25,440	\$25,707	\$26,161
11	\$26,397	\$26,711	\$27,044
12	\$27,354	\$27,717	\$28,100
13		\$28,722	\$29,159
14			\$30,215