



AGREEMENT

between

THE EAST GREENWICH EDUCATION ASSOCIATION, INC.

and

THE BOARD OF EDUCATION OF EAST GREENWICH TOWNSHIP  
GLOUCESTER COUNTY, NEW JERSEY

**July 1, 2017, through June 30, 2020**

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## PREAMBLE

This Agreement is entered into this 1st day of July, 2017, by and between the Board of Education of East Greenwich Township, New Jersey, hereinafter called the "Board", and the East Greenwich Education Association, Inc., hereinafter called the "Association", and pertains to the terms and conditions of employment of certified professional employees and support staff members as specified in Section One, Article 1, Section A.

## ARTICLE 1 RECOGNITION AND DEFINITIONS

### A. Recognition

The Board hereby recognizes the Association as the representative for collective negotiation concerning grievances and terms and conditions of employment for all regularly employed non-administrative, non-supervisory, and non-confidential certificated professional employees and support staff employed as aides, or in food service, or custodial position classifications.

### B.

#### Definitions

1. "Employee(s)": Person(s) represented by the Association in the negotiating unit as above defined; references to male employees shall include female employees.
2. "Teacher(s)": Certificated professional employee(s).
3. "Support Staff": Employee(s) in aide, food service, or custodial position classifications.
4. "Ten month employee(s)": Employee(s) not scheduled to work each week during the summer nor on most other days on which students are not in attendance.
5. "Twelve month custodial employee(s)": Employee(s) scheduled to work each week including during the summer and during other weeks that students are not in attendance.

## ARTICLE 2 NEGOTIATION PROCEDURE

- A. Negotiations shall commence in accordance with the regulations as established by the New Jersey Public Employment Relations Commission ("N.J. PERC")

- B. Any Agreement so negotiated shall be reduced to writing. Ratification of said Agreement shall be subject to the approval of the appropriate constituent body of each party.
- C. This Agreement shall not be modified in whole or in part except by an instrument in writing executed by both parties.

ARTICLE 3  
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association and its representatives shall have the right to use a school building at all reasonable hours for meetings. The Administration shall be notified in advance, in writing, of the time and requested place of all such meetings and the Administration's approval must be obtained in advance of such meeting(s).
- B. Association officers, committees, representatives, and members will not conduct Association business during work hours, without specific authorization from the Superintendent. County or Regional, State, and National Association representative(s) shall secure the permission of the Superintendent before visiting a work location or meeting with an employee or group of employees during work hours.
- C. Announcements and Bulletin Boards
  - 1. Posters and announcements pertaining to the Association affairs will not be posted on bulletin boards in any area normally accessible to the public or the pupils unless such have first been approved by the Superintendent.
  - 2. The Association shall have in each school building, the exclusive use of a bulletin board normally placed in the teachers' workroom. Copies of materials to be posted on such bulletin boards shall be given to the Principal, but no approval shall be required for posting.
- D. The Association shall have the privilege, with the approval of the Administration, to use school facilities and equipment, including computers, copy machines, and other duplicating/communication equipment and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association agrees to reimburse the school district for the actual cost of supplies used, and for any repairs to equipment necessitated as a result of such use.
- E. The Association shall have the right to reasonable use of the inter-school mail facilities and school mail boxes as it deems necessary, and without approval of the administration. Copies of material for general distribution shall be given to the Superintendent. The Association will indemnify and hold the Board harmless against liabilities arising out of the Association use of inter-school mail.

ARTICLE 4  
BOARD RIGHTS

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, in accordance with applicable laws and regulations:

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

ARTICLE 5  
EMPLOYEE RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

- A. An employee shall have the right, upon electronic written request to the Superintendent, submitted three (3) working days in advance, to review the contents of his/her personnel file and to receive copies of a reasonable number of documents contained therein, with the exception of pre-employment letters, recommendations, and related material. The employee shall be entitled to be accompanied by an Association representative during such review.
- B. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless the employee has had the opportunity to review the material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written response or commentary on such material, which shall, after review by the Superintendent, be attached to the material in the employee's file.
- C. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, which is not available for the employee's inspection.
- D. An employee who plans to terminate employment with the school district shall notify the Superintendent, in writing, at least thirty (30) days prior to the effective date of termination. Such former employee shall be afforded an opportunity to attach a response to any derogatory material, which is placed in his/her personnel file after

employment terminates. A copy of such material shall be sent to the former employee at his/her last known address prior to placement in the personnel file.

- E. Employees who may be required to use their own automobiles in the performance of their duties, and employees who are assigned to more than one (1) school per day, shall be reimbursed for all such approved travel upon submission of mileage verification to the Superintendent. The rate of reimbursement shall be established on July 1 of each year by the Board and shall reflect the rate established by the State of New Jersey.

ARTICLE 6  
TEMPORARY LEAVES OF ABSENCE

A. Bereavement Leave

All employees shall receive a maximum of five (5) consecutive paid days at the time of death for each occurrence of death of a spouse, child, mother, father, domestic partner, brother, or sister. If burial is delayed because of a weekend, a paid day may be extended to include the day of the burial.

All employees shall receive a maximum of three (3) paid days at the time of death for each occurrence of death of a mother-in-law or father-in-law of the employee, or someone who lives in the same household unit, grandparent, grandchild, grandparent-in-law, brother-in-law, or sister-in-law.

All employees, upon request and approval of the Superintendent, may be granted a maximum of two (2) paid days for the purpose of travel if the home or place of burial of the deceased is more than 300 miles away.

All employees, upon request and approval of the Superintendent, may be granted a maximum of three (3) additional unpaid days.

B. Personal Leave

- 1. Each employee who works twenty (20) or more hours per week shall be entitled to be absent with pay for up to three (3) work days each year to attend to personal, family, business, or legal matters which cannot be completed other than during working hours. For employees hired after the ratification date of the 2002-2005 Agreement the threshold amount of hours worked per week shall be 25.

Each part time employee who works less than twenty (20) hours per week shall be entitled to be absent for up to three (3) days each year to attend to personal, family, business or legal matters which cannot be completed other than during working hours. One (1) of these days shall constitute paid leave.

The other two (2) shall constitute unpaid leave. Such personal leave shall not be cumulative.

2. An employee needing to use such personal day(s) must request same, in writing, from the Superintendent at least two (2) days in advance. The Superintendent shall respond within four (4) work days of receiving a personal day(s) request. The requirement for prior written request may be waived by the Superintendent in an emergency situation.
  3. Personal days for professional staff will not be granted on days scheduled for Parent-Teacher Conferences. In an emergency, the Superintendent may waive this restriction and authorize an emergency personal day if satisfied that this restriction imposes an undue hardship.
  4. Personal leave shall not be granted on an in-service day, or the work day immediately before and immediately after a holiday or a recess period, except in the case of an emergency. "Emergency" is defined as a specific reason that creates significant difficulty for the employee to work on one of these days. The employee must provide the Superintendent with the specific reason in writing. "Holiday" is defined as single or multiple days set as non-work days by State statute. "Recess period" is defined as days in the school year calendar which are not "holidays" but are not scheduled as work days. For example, if the weekdays between Christmas and the weekday after New Year's Day are not scheduled as work days, those weekdays constitute a "recess period". In addition, aides may be permitted to use personal days on in-service days with the permission of the Superintendent.
  5. At the end of the contract year, up to three (3) unused personal days shall be converted to sick days.
- C. The Superintendent may grant emergency leave for other reasons after careful review of the situation. Such leaves must be approved by the Board President.
- D. The Board will grant temporary leaves without pay at its discretion.

## ARTICLE 7 HEALTH BENEFITS PLAN

### A. Health Plan

1. All employees will be eligible to enroll in the School Employees Health Benefits Program ("SEHBP") or a health benefits plan with benefits equal to or better than the coverage in the SEHBP. In order to be eligible for Board-paid coverage, the employee must work 30 hours per week according to SEHBP rules. In addition, each employee who enrolls in the health benefits plan may also enroll his/her eligible dependents, if any. The Board will pay

the full premium costs for the enrollment of each employee and his/her eligible dependents, less the cost of the employee premium share.

2. Effective July 1, 2018, the Aetna/AmeriHealth HMO 15 is the base plan for all employees who are employed 30 hours or more a week. The employee contribution rates will be as set forth in P.L. 2011, C.78, Tier III. Employees enrolling in any dependent level plan which costs more than the relevant Aetna/AmeriHealth HMO 15 premium shall pay the difference via equal payroll deductions.
3. If the Board has not adopted a voluntary waiver plan, an employee who waives insurance shall receive the Prudential disability plan at no cost to himself/herself.

B. Prescription Plan

The Board shall offer the prescription plan under the School Employees Health Benefits Program to each employee and his or her dependents, for employees scheduled to work thirty (30) hours or more per week. The Board will pay 100% of the employee premium for the term of the contract, less the employee contributions at the rates set forth in P.L. 2011, C. 78, Tier III. Effective July 1, 2018, the base prescription plan for all employees shall be Rx 15. For the enrollment of an employee's eligible dependents, if any, the Board will pay a maximum of \$95.00 per month for dependent coverage effective July 1, 2004.

C. Dental Plan

For employees scheduled to work thirty (30) or more hours per week the Board will continue the present dental coverage for the term of the contract and pay the full premium as follows annually: Not to exceed \$800.00 per employee and dependents. For employees hired after the ratification date of the 2002-2005 Agreement the threshold amount of hours worked per week shall be thirty (30).

- D. If an employee participating in the FSA plan separates from employment prior to making sufficient contributions to cover his/her paid claims in a year, the District may recover such overpaid claims by reducing his/her final pay(s). The FSA application form shall indicate this repayment requirement.

ARTICLE 8  
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by an employee or the Association that there has been to the grievant a loss or injury resulting from the misinterpretation, misapplication, or violation of this negotiated agreement, Board policy affecting the employee's terms and conditions of employment, and/or administrative decision affecting the employee's terms and conditions of employment.
2. A "grievant" is the individual making the claim.
3. A "party in interest" is the grievant, the Association, and any person who might be required to take action or against whom action might be taken in an attempt to resolve the claim.
4. The term "grievance" shall not apply to:
  - (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board or State Commissioner of Education; or
  - (b) Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone; or
  - (c) A complaint of a non-tenured employee which arises by reason of his not being re-employed.

B. Procedure

1. The number of days indicated at each level shall be calendar days and should be considered as a maximum. The time limits specified may, however, be extended by mutual written 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 the grievant, the time limits set forth herein may, by mutual agreement, 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. A grievance to be considered under this procedure must be initiated at Level One within twenty-one (21) calendar days of the time of the alleged occurrence, otherwise, it shall be considered waived.
4. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 mean that the grievance has been abandoned.

5. LEVEL ONE

A grievant shall first discuss his grievance with his/her designated supervisor in an attempt to resolve the matter informally.

6. LEVEL TWO

(a) If as a result of the informal discussion at Level One the matter is not resolved to the satisfaction of the grievant, he/she shall within five (5) days set forth his/her grievance in writing to the Superintendent, specifying:

- (1) The specific provision(s) of this agreement, Board policy(ies) or administrative decision(s) which gave rise to the loss or injury
- (2) The nature and extent of the injury or loss
- (3) The results of previous discussion
- (4) Dissatisfaction with decisions previously rendered
- (5) The relief or remedy sought.

(b) The Superintendent shall render his/her decisions in writing to the grievant within five (5) days from the date of receipt of the written grievance.

7. LEVEL THREE

If the grievant is not satisfied with the response of the Superintendent to the written grievance, the grievant may within ten (10) days of receipt of the Superintendent's decision appeal that decision to the Board of Education. Within twenty-five (25) days of receipt of such appeal the Board, or a committee of the Board, will hold a hearing if the grievant requests such hearing. Within ten (10) days from the close of the hearing, the Board will notify the grievant of its decision in writing.

8. LEVEL FOUR

(a) If the grievant is not satisfied with response of the Board, and if the Association agrees, a Demand for Arbitration may be filed with N.J. PERC within ten (10) days. Upon filing of such demand, the parties agree to be bound by the Labor Arbitration Rules of N.J. PERC..

(b) On grievances over the interpretation, application or violation of the Agreement, the decision of the arbitrator shall be binding on the parties. On Grievances over any other matters, the recommendations

of the arbitrator shall be advisory. The arbitrator shall not have the power to add to, to modify, or subtract anything from the terms or conditions of this Agreement.

(c) Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself; or, at the employee's option, by a representative selected or approved by the Association.

(d) Miscellaneous

(1) It is understood that the grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance, and any effect thereof, shall have been duly determined.

(2) All meetings and hearings under this procedure shall not be conducted in public.

(3) Decisions rendered at Level Two and Three of this procedure shall be in writing and shall be transmitted promptly to all parties in interest.

## ARTICLE 9

### DEDUCTION FROM SALARIES AND DIRECT DEPOSIT

#### A. Dues Deductions

1. The Board agrees to deduct from employees' salaries, upon receipt of signed and dated authorizations from the employees, dues of the Association and its county, state and national affiliates. The Board will also deduct from the salaries of unit members, the representation fee which is an amount equal to 85% of the dues certified by the Association. Such deductions shall be made in compliance with Chapter 233 P.L. 1969 (N.J.S. 52:14-15.9e) and under applicable rules established by the State Department of Education. Dues so deducted shall be transmitted to the Association. The Association shall notify the Business Administrator in writing by October 15<sup>th</sup> each year of the proper fee amounts to be deducted.

2. The Association shall certify to the Board, in writing, the current rate of its unified dues, and shall notify the Board, in writing, of any change in dues at least 45 days prior to the effective date of such change.

3. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may

arise out of, or by reason of any action taken by the employer in conformance with this provision.

B. The Board shall continue to make available to employees a tax deferred annuity program.

C. Direct Deposit

1. All employees shall participate in direct deposit.
2. The Board is not responsible for the participation or non-participation of an employee's bank. The banks to which checks may be deposited directly by the current District's bank are part of a national system, of which many, but not all banks are a member.
3. There is an understanding between the parties that the direct deposit system may require an earlier "turn-around" time with respect to District business office completion of information in order to get records to the District's bank in time for direct deposit to the employee's bank. Therefore, some payments to an employee may be delayed beyond the current parameters.
4. In addition to these agreements between the Board and the Association, the parties are bound by bank rules with respect to direct deposit. If the District's bank changes, the parties are bound by the new bank's rules.
5. The Board will follow its normal procedures for the posting of the payroll. Delays resulting from an employee's bank schedule, or its policy on direct deposit, including when funds are posted and available, are not the responsibility of the Board. The District is not responsible for charges assessed to an employee resulting from errors in bank transmission, for the employee's premature withdrawals of funds, or for any charges that an employee's bank may apply to such direct deposit services.
6. The employee will be permitted one bank change during the July 1 through June 30 period in any year.

ARTICLE 10  
MISCELLANEOUS PROVISIONS

A. 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 matter 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.

- B. 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.
- C. The Association and the Board shall each pay 50% of the cost for preparation, including materials, for the contract by a mutually agreeable party. The Agreement shall be presented to all employees employed during the term of the contract.
- D. 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; the Association shall contact the Superintendent; the Board shall contact the Association President.
- E. Nothing in this Agreement which changes pre-existing Board Policy, rules, or regulations shall operate retroactively unless expressly so stated.
- F. Except as this agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any term or condition of employment of any employee existing prior to its effective date.

ARTICLE 11  
TEACHER EMPLOYMENT

A. Initial Salary Guide Placement

Each teacher shall be placed on the salary guide as follows:

1. Full teaching experience credit on the salary guide may be given year for year for not less than five (5) years of previous certificated school teaching experience. A year of previous teaching experience shall mean ten months of service.
2. In addition, credit may be granted for years of prior school certificated experience beyond five (5) at the discretion of the Board.
3. In addition, credit may be granted for up to three (3) years of prior experience not covered by 1 or 2 above. Such prior experience shall be determined by the Board to have relevance to the position for which the teacher is being appointed. Such determination will be at the discretion of the Board.

4. In addition to credit for previous experience, additional credit not to exceed four (4) years for military experience shall be given upon initial employment.
- B. In order to be eligible for an increment, a teacher must have been in a pay status at least 90 days during the prior year. "In a pay status" is defined as being at work or on a paid leave of absence.
- C. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15.
- D. Any teacher who is reemployed following termination as a result of a reduction-in-force, or who retired due to a disability shall have previously accumulated and unused sick leave earned in the East Greenwich School District restored upon reemployment within three (3) years. Credit for accumulated and unused sick leave for other reemployed teachers shall be negotiated by the teacher and the Board upon such reemployment.
- E. The hourly rate for music instruction before and after school shall be \$44.57 for each year of the contract.
- F. Teachers shall be compensated at the hourly rate of \$35.00 effective July 1, 2017, \$36.00 effective July 1, 2018 and \$37.00 effective July 1, 2019 for any after school activity, including professional work performed in the summer, except work covered under G. below, faculty meetings, evening parent-teacher conferences, Back-to-School Night, and work performed under the stipended positions set forth in Schedule A-4.
- G. When the following titles perform services within their certificates in the period after the last teacher work day in the year through June 30, he/she shall be paid at his/her per diem rate for that year. When the following titles perform services within their certificates in the period between July 1 and the first teacher work day in that year, he/she shall be paid at his/her per diem rate in effect in the previous year. The titles covered by this clause are: school psychologist, LDTC, social worker, speech therapist, OT, PT, and behaviorist.
- H. Homebound instruction shall be paid at the hourly rate set forth in F. above.
- I. Teachers who turn-key a workshop shall receive two (2) hours pay using the hourly rate set forth in F. above to prepare for the presentation.
- J. A Teacher on Assignment/Instructional Coach shall be paid at his/her per diem contractual salary when performing these duties.
- K. Grade Level and related Arts Team Leaders shall be paid at the rate set in Schedule A-4. At the conclusion of the 2014-2015 year, the administration shall consult with the Association on the contents of the position description.

ARTICLE 12  
SALARIES

- A. The salary schedule effective in the district for all teachers covered by this Agreement shall be as set forth in Schedules A-1, A-2 and A-3 attached hereto and made a part hereof.
- B. Pay Periods
1. Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  2. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous workday.
  3. The last pay date of the year shall be June 30.

ARTICLE 13  
TEACHING HOURS, LOAD AND TEACHER WORK YEAR

- A. The workday shall not exceed seven (7) hours and fifteen (15) minutes with a 30 minute duty-free lunch period per day.

Weekly time breakdown as follows:

200 minutes minimum prep time

150 minutes lunch

150 minutes a.m. and p.m. before and after school, during which teachers may be assigned to student supervision

The balance of the weekly time to be instructional time, homeroom time, or student supervision

The teacher work day shall begin 20 minutes before the beginning of homeroom and the end of the teacher work day shall be 15 minutes following pupil dismissal. In the event of an emergency dismissal, the employee departure shall be when the call is made that buses are cleared to leave. Professional development days shall be full work days for teachers.

Procedures presently in effect during early dismissal of students and teachers shall continue to be maintained to insure adequate student supervision.

- B. All teachers shall have a one-half (1/2) hour duty-free lunch period each day. Under normal conditions, teachers may leave the building during their duty-free lunch periods, provided the school office has been notified in advance, and no emergency condition exists which would require teachers' presence in the building during the lunch period.

C. Faculty Meetings

1. There shall be a maximum of 12 faculty meetings per year. Ten (10) of those meetings shall be set by calendar. The calendar shall be provided to the teaching staff members in August of each year. The ten (10) meetings will be scheduled one (1) per month as set forth in the calendar.
  2. The remaining two (2) meetings shall be scheduled by the administration with at least two (2) weeks written notice provided to the Association.
  3. No more than two (2) meetings can occur in any one (1) month.
  4. Faculty meetings shall begin 15 minutes after student dismissal and shall extend no more than 45 minutes, except in the case of an emergency.
  5. An agenda of any faculty meeting shall be provided to the teachers at least two (2) days prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
  6. In case of an emergency, the length of the meetings, written notice of the meetings, and written notice of the agenda may be suspended. In case of emergency, the Superintendent can call additional faculty meetings in excess of the maximum number of twelve (12) per year.
- D. When meetings are called for all faculty, an Association representative may speak to the teachers during such meeting for up to ten (10) minutes if a request is made in advance in writing and approved by the Administrator.
- E. The practice of using regular teachers to cover classes of other teachers will be discouraged, and whenever possible, substitutes will be obtained when it is necessary for teachers to be away from their classes.
- F. All teachers shall receive a minimum of 200 minutes of prep time in a typical workweek.
- G. Effective with the ratification of the 2002-2005 Agreement, transform three (3) early release days which are used for in-service to full instruction days and add one (1) full instruction day.
- H. Effective with the 2015-2016 year, the teacher work year shall be 185 days, of which 180 days shall be for student instruction.

In addition, teachers new to the District are required to work two (2) additional days in the year they commence employment for the purposes of orientation and in-service.

- I. One (1) release day per year shall be provided to each teacher who is responsible for writing Individualized Education Programs (“IEPs”). Said release time work shall occur in the District.

ARTICLE 14  
ASSIGNMENT AND TRANSFER

- A. A teacher who does not expect to return to the school district for the ensuing school year shall notify the Board of his intention by March 1.
- B. The Superintendent shall notify all teachers and the Association of all known vacancies for the next year by May 1. Teachers will be given notice of job openings five (5) days prior to such openings being advertised to the public.
- C. Teachers who desire a change in grade and/or subject assignment for the next school year, shall inform the Superintendent of such request before May 15.
- D. Teachers shall be given written notice of their class, building and room assignments for the next school year not later than June 1. In the event that changes in such assignments are made necessary after June 1, the teacher shall be notified promptly of the change and the reason therefore. Upon request of the teacher the proposed change shall be reviewed with the Superintendent.

ARTICLE 15  
PROFESSIONAL DEVELOPMENT AND EVALUATION

- A. Graduate Course Work
  1. To encourage professional growth, a teacher shall be reimbursed an amount up to the cost of three credit graduate course at the Rowan University tuition rate per year for graduate courses that are directly related to the teacher's assignment for the term of this contract.
  2. Effective July 1, 2008, under A., tuition reimbursement shall be available to full-time teachers for college-sponsored graduate-level non-classroom courses such as video courses, Internet courses and other nontraditional courses. Such a course may be approved by the Superintendent when he/she determines that the course will be of value to the District.
  3. The maximum annual Board obligation under A. shall be \$18,000. If courses meet the terms of A. 1. and A. 2. above and, if the terms of A. 4. and A. 5. below are met, the Board shall make tuition payments before the end of the July following when the course was successfully completed. If all tuition reimbursement claims under this provision exceed the maximum cap set forth above, all claims shall be prorated. For example, if the cap set forth in the first sentence of this paragraph can cover 95% of all eligible claims, all

individual claims will be reimbursed at 95% of the claimed amount, up to the maximum set forth in A. 1. above.

4. All coursework must be approved by the Superintendent prior to enrollment. The teacher will be authorized to substitute an equivalent course for an approved course subject to the Superintendent's approval.
5. Reimbursement will be authorized when proof of a passing grade of "B" is submitted to the Superintendent.
6. A teacher who receives reimbursement under A. and who then leaves the District's employment within two (2) years of receipt of those monies, shall reimburse the District 100% of that reimbursed amount. The application form for reimbursement shall contain an acknowledgement by the applying teacher that the provisions of the prior paragraph are in effect and that the teacher shall reimburse the District pursuant to them and that the above monies may be withheld from the last paycheck of the departing teacher. All returned monies shall be placed back in the tuition reimbursement pool in the year that they are recovered.

The exceptions to this reimbursement requirement shall be

- a. a retirement situation;
- b. a separation due to disability;
- c. a reduction-in-force;
- d. a non-renewal;
- e. a situation where a teacher has applied for and not been appointed to a supervisory position in the District and then is appointed to another district's supervisory position within two years of receiving the reimbursement.

B. Workshops and In-service Programs

Registration fees for workshops and in-service programs that are directly related to the teacher's assignment and deemed by the Superintendent to be beneficial to the District will be paid by the Board upon approval of the Superintendent .

- C. Benefits will not be cumulative from year to year. Benefits not exhausted in a contract year will be forfeited.

D. Evaluation

1. A teacher shall receive a written evaluation within seven (7) days of the observation.

2. A post-observation conference shall be held within ten (10) days.
  3. The employee shall have ten (10) days to provide a response/rebuttal to the evaluation, if he/she so desires to do so.
  4. All evaluations shall be completed by May 15.
  5. For beginning/developing rated teachers, said teacher shall not be observed again until the post-observation conference has occurred.
- E. In the event when an employee must leave early due to an illness or emergency after working 3.5 or more hours, the employee will be deducted a half (1/2) sick day or a half (1/2) personal day depending on the nature of the emergency. If the employee works less than 3.5 hours, he/she will be deducted a full day.

ARTICLE 16  
SICK LEAVE AND FAMILY ILLNESS LEAVE

Sick leave is defined as absence from duty because of personal illness or injury, or exclusion because of contagious disease or quarantine. Doctor appointments for routine medical or dental examinations shall not be considered a personal illness.

- A. The regular yearly allowance for illness without loss of pay shall be ten (10) days. Sick leave is accumulative and records of absence shall be filed with the Business Administrator/Board Secretary.
- B. Teachers who work a full school year are guaranteed ten (10) days paid sick leave. Those teachers who are employed less than a full school year are guaranteed a pro rata share of the ten (10) sick days per year, depending on their date of hire.
- C. After all accumulated sick leave is exhausted, at the discretion of the Board a teacher who has achieved tenure may be allowed an additional ten (10) days. During this time, the teacher will be subject to the deduction of the substitute's salary.
- D. The administrator has the right to require a doctor's certificate for any teacher who is absent due to personal illness or injury.
- E. 1/200<sup>th</sup> of the teacher's yearly salary shall be deducted from any staff member when an absence is unexcused. Such deduction shall not preclude other disciplinary action.
- F. No deduction of the accumulated leave shall be levied against any teacher in the instances where deduction is made in his/her salary.
- G. Employees shall be allowed one (1) family illness day per year. If not used, said day shall be accumulative as sick leave.

- H. Upon retirement, after twenty (20) or more years of service with the district, a teacher shall be eligible to receive \$30 for each accumulated and unused sick leave day, up to a maximum of \$6,600, provided that:
1. The effective date of retirement is during the summer school recess period, and
  2. Teacher submits written notice of retirement to the Business Administrator/Board Secretary by the January 30th preceding the effective date of retirement.

To be eligible a teacher must apply for and be notified of eligibility to begin receiving pension payments from the teachers' pension system. Vested and other forms of delayed retirement shall not qualify.

ARTICLE 17  
EXTENDED LEAVES OF ABSENCE

- A. Due to a medical disability which is substantiated by a certificate from a medical doctor, a teacher may be granted an extended leave of absence without pay, not to exceed two years. During the period of the teacher's personal medical disability, accumulated sick leave benefits shall be paid until such benefits are exhausted or the personal medical disability has terminated. During such time of medical disability leave, said teacher shall be covered by existing health insurance and benefits.
1. The Board retains the right to place a teacher on medical leave for any one of the following reasons:
    - (a) Whenever the teacher's medical condition adversely affects ability to continue to provide effective classroom instruction.
    - (b) The medical condition or capacity is such that the teacher's health would be impaired if permitted to continue teaching, and if:
    - (c) the teacher fails to produce a certificate from a medical doctor stating that said teacher is medically able to continue teaching, or
    - (d) the Board of Education's physician and the teacher's physician agree that said teacher cannot continue teaching, or
    - (e) following any difference of medical opinion between the Board's physician and the teacher's physician the Board requests expert consultation in which case (a medical society) shall appoint an impartial third physician who shall be conclusive and binding on the issue of medical capacity to continue teaching. The expense of any

examination by an impartial third physician under this paragraph shall be shared equally by the teacher and the Board.

2. When the seeking of an extended leave of absence for medical disability can be anticipated, a teacher shall file a written request for such leave with the Superintendent within seven (7) calendar days from the time the teacher knew of the necessity of taking the medical disability leave. Said request shall indicate the anticipated date on which the said leave is to terminate (if able to ascertain within reason). Written request shall indicate the anticipated plans of the teacher upon termination of the medical disability leave as to him/her returning to work, resigning, retiring, or applying for another type of leave.
3. The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained. A teacher returning from a medical disability leave shall be entitled to all benefits to which said teacher was entitled at the time leave commenced.
4. No teacher shall be barred from returning to work after a medical disability leave on the grounds that not enough time has elapsed during the recovery time. Nothing contained in this paragraph shall be construed to preclude the Board from requiring any teacher to produce a certificate from a physician showing that said teacher is capable of teaching, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as is set out in paragraph A-1.(e), of this Article.
5. Nothing herein contained shall be construed to require the Board to grant tenure to any non-tenured teacher who would not have been granted tenure in the absence of this provision or to offer a new contract for a new school year to any non-tenured teacher who would not have been offered such a contract in the absence of this provision.
6. Those employees meeting the eligibility requirements of leaves covered under the Family and Medical Leave Act ("FMLA") and the New Jersey Family Leave Act (NJFLA) shall receive those benefits in accordance with the above-mentioned laws."
7. With respect to disability leaves due to childbirth, leave shall begin as recommended by the employee's personal physician. An employee may return to work after the birth of a child upon presentation of a medical certificate that she is capable of performing her duties.

**B. CHILD REARING LEAVES OF ABSENCE**

1. A tenured teacher may make application to the Board for a child rearing leave of absence without pay for a period of up to one (1) year. Said

application shall be made to the Superintendent at least ninety (90) calendar days prior to the commencement of the child rearing leave. If a tenured teacher has been on childcare leave for less than one year, a one-year extension will be granted upon request, and he/she must then return on the second September following commencement of the leave. If an employee decides not to return, he/she shall notify the Superintendent by giving notice of resignation at least 90 days before the leave expires.

2. The use of accumulated sick leave days beyond those used during the normal presumption of disability surrounding childbirth will be allowed in accordance with state statute (N.J.S.A. 18A:30-1 *et seq.*).
  3. In the case of an employee adopting a child, child rearing leave shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption.
- C. The exact dates of child rearing leaves will be arranged in consideration of both need and administrative feasibility. The Board reserves the right to regulate the commencement and termination dates of such leaves in order to preserve educational continuity.
  - D. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured teacher's immediate family. Additional leave may be granted at the discretion of the Board.
  - E. Upon return from extended leave granted pursuant to Sections, A, B, or D of this Article, a teacher whose unpaid leave began after teaching two complete marking periods (or 92 days) shall be placed on the salary schedule at the next higher level than that at which he/she was when he began the leave.
  - F. All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return.
  - G. All extensions or renewals of leaves must be applied for and granted in writing. Requests for extensions are to be made to the Superintendent at least sixty (60) days prior to the beginning of the extension. Extensions and renewals may be granted at the discretion of the Board.
  - H. When an employee has been granted an extended leave of absence that extends through June 30 or August 31, as relevant, he/she shall inform the District in writing by April 1 of his/her intention to return to work in July or September, as relevant.

ARTICLE 18  
TEACHER FACILITIES

- A. The Board shall make every effort to provide each teacher with suitable lounge and work-study areas as well as teacher dining facilities.
- B. The Administration will meet with representatives of the Association at a mutually convenient time to consider and discuss improvements in teaching and teacher facilities which affect employment.

ARTICLE 19  
MISCELLANEOUS

- A. The Association represented by its president, two (2) teachers from Jeffrey Clark Building and two teachers from Samuel Mickle Building shall meet with the Superintendent and the Director of Curriculum, normally once a month during the school year, or more often if mutually agreed, to review and discuss current district-wide problems and practices. If an issue also involves the Supervisor of Special Education and/or building Principals, the Superintendent will schedule their attendance at such a meeting. Official minutes of each meeting shall be provided to the Board.
- B. Acceptance of an assignment requiring supervision of student teachers or other college students shall be on a voluntary basis only.
- C. Teachers shall not be required to hold money that is collected from students except for pictures.
- D. The Board will strive to minimize non-academic duties of teachers. The Association-Administration Liaison Committee shall consider and develop recommendations for Board action for reducing such non-academic duties.
- E. No teacher shall be disciplined or reprimanded without just cause.
- F. Whenever any teacher is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment, or the salary or any increment pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- G. Teachers shall immediately report cases of assault suffered by them in connection with their employment to an Administrator.

ARTICLE 20  
WORK YEAR AND WORKDAY

A. Work Year

1. Twelve month custodial employees: The work year shall include all weekdays excluding Saturdays and those holidays which have been officially designated by the Board.
2. Ten Month employees: The work year for ten month employees shall include each student day and up to an additional twenty-five days when students are not in attendance.

Each ten-month employee shall be informed about his/her work year for the ensuing school year prior to September and about any changes in his/her work year, other than those caused by changes in the student calendar, at least two weeks prior to the effective date of the change, if possible.

3. Any employee, newly hired on or after July 1, 2008, may be assigned, on a temporary basis to a Sunday through Thursday work week. Said employee shall be given notice of such a schedule change at least two (2) weeks before it is to occur.

B. Workday

The workday for each employee shall not be for more than eight hours in duration exclusive of an unpaid meal period, if any.

An employee shall be compensated for any overtime work in accordance with the requirements of the law.

ARTICLE 21  
TEMPORARY PAID LEAVE

A. Vacation

Full-time twelve-month employees shall be credited with paid vacation leave days on the first day of the year (July 1) for use during that year. The number of days to be credited will be based on the length of each employee's continuous service to the district as a full-time twelve month employee: Employees who have completed at least one (1) but less than six (6) years of service by July 1 shall be credited with ten (10) vacation days; employees who have completed six (6) or more years by July 1 shall be credited with fifteen (15) vacation days; employees who have completed ten (10) or more years by July 1 shall be credited with twenty (20) vacation days.

Employees must submit written requests for the use of vacation day(s) to the Superintendent at least four weeks in advance and the Superintendent's approval must be granted before vacation day(s) may be used. However, special consideration may be given to late requests due to emergencies or other extenuating circumstances.

Vacation days must be used in the fiscal year in which they are first credited to the employee, and vacation days will be granted only at time of year when their use will not interfere with normal duties and work. Payment in lieu of vacation use is prohibited.

B. Holidays

The Board shall designate at least 14 holidays, including Christmas Eve and New Year's Eve, for each fiscal year at least thirty (30) days prior to the start of the fiscal year and twelve (12) month employees shall not suffer a loss of pay for not working on such designated holidays.

C. Sick Leave

1. Each ten-month support staff employee shall be granted ten (10) sick leave days each year. Twelve-month support staff employees shall be granted twelve (12) sick leave days per year. The eleventh and twelfth day of sick leave shall be subject to the same use and accumulation provisions as the ten statutorily granted days. Support staff employees who do not work a full year shall receive a prorated sick leave grant for such partial year.
2. Upon retirement, after 20 or more years of service with the district, a support staff employee shall be eligible to redeem accumulated unused sick time at a rate of \$18.75 per day, up to a maximum of \$3,750, provided that the employee submits written notice of retirement to the Business Administrator by the January 30th preceding the effective date of retirement.

To be eligible an employee must apply for and be notified of eligibility to begin pension payments from the public retirement system. Vested and other forms of delayed retirement shall not qualify.

- D. Tuition Reimbursement: For each year of this collective bargaining agreement, there shall be available a maximum of \$2,000.00 for tuition reimbursement. This tuition reimbursement is available to all 10 and 12 month custodial employees.

ARTICLE 22  
EXTENDED LEAVE OF ABSENCE

Extended leave of absence will be granted to support staff at the discretion of the Board based on individual requests.

When an employee has been granted an extended leave of absence that extends through June 30 or August 31, as relevant, he/she shall inform the District in writing by April 1 of his/her intention to return to work in July or September, as relevant.

ARTICLE 23  
BOILER TENDER

Effective July 1, 2018, all Custodial/Maintenance employees, who are required to hold a Black Seal Boilers' License shall be compensated yearly by the addition of \$550.00 to his or her base salary, after the yearly salary has been determined.

ARTICLE 24  
MISCELLANEOUS

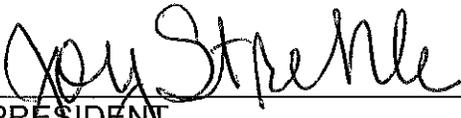
In the event of a reduction in force, employees shall be retained according to district seniority within job categories, based on ability to perform job. Employees who lose jobs shall be offered reemployment if the position is reinstated within three (3) years. Employees shall retain accrued leave and salary guide status upon reemployment within three (3) years.

ARTICLE 25  
DURATION OF AGREEMENT

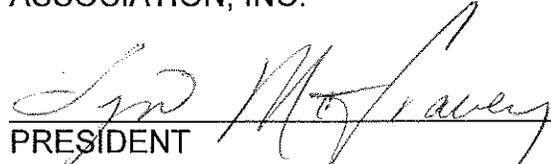
This Agreement shall be effective as of July 1, 2017, and shall continue in effect through June 30, 2020.

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

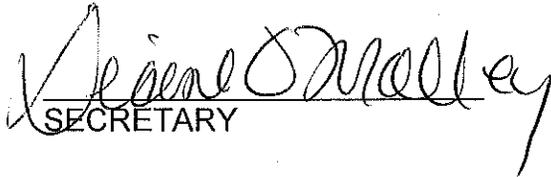
EAST GREENWICH TOWNSHIP  
BOARD OF EDUCATION

  
\_\_\_\_\_  
PRESIDENT

EAST GREENWICH EDUCATION  
ASSOCIATION, INC.

  
\_\_\_\_\_  
PRESIDENT

ATTEST:

  
\_\_\_\_\_  
SECRETARY

ATTEST:

  
\_\_\_\_\_  
SECRETARY

SCHEDULE A-1  
TEACHER SALARY SCALE  
2017-2018

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>C</b>	55,731	56,531	57,331	58,931	59,731	60,531
<b>D</b>	56,031	56,831	57,631	59,231	60,031	60,831
<b>E</b>	56,531	57,331	58,131	59,731	60,531	61,331
<b>F</b>	57,031	57,831	58,631	60,231	61,031	61,831
<b>G</b>	57,945	58,745	59,545	61,145	61,945	62,745
<b>H</b>	58,859	59,659	60,459	62,059	62,859	63,659
<b>i</b>	59,468	60,268	61,068	62,668	63,468	64,268
<b>J</b>	60,077	60,877	61,677	63,277	64,077	64,877
<b>K</b>	61,355	62,155	62,955	64,555	65,355	66,155
<b>L</b>	63,305	64,105	64,905	66,505	67,305	68,105
<b>M</b>	65,498	66,298	67,098	68,698	69,498	70,298
<b>N</b>	67,963	68,763	69,563	71,163	71,963	72,763
<b>N1</b>	70,544	71,344	72,144	73,744	74,544	75,344
<b>O</b>	73,242	74,042	74,842	76,442	77,242	78,042
<b>O1</b>	76,279	77,079	77,879	79,479	80,279	81,079
<b>P</b>	79,316	80,116	80,916	82,516	83,316	84,116

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE A-2  
TEACHER SALARY SCALE  
2018-2019

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>C</b>	56,436	57,236	58,036	59,636	60,436	61,236
<b>D</b>	56,736	57,536	58,336	59,936	60,736	61,536
<b>E</b>	57,236	58,036	58,836	60,436	61,236	62,036
<b>F</b>	57,736	58,536	59,336	60,936	61,736	62,536
<b>G</b>	58,650	59,450	60,250	61,850	62,650	63,450
<b>H</b>	59,564	60,364	61,164	62,764	63,564	64,364
<b>i</b>	60,173	60,973	61,773	63,373	64,173	64,973
<b>J</b>	60,782	61,582	62,382	63,982	64,782	65,582
<b>K</b>	62,060	62,860	63,660	65,260	66,060	66,860
<b>L</b>	64,010	64,810	65,610	67,210	68,010	68,810
<b>M</b>	66,203	67,003	67,803	69,403	70,203	71,003
<b>N</b>	68,668	69,468	70,268	71,868	72,668	73,468
<b>N1</b>	71,249	72,049	72,849	74,449	75,249	76,049
<b>O</b>	73,947	74,747	75,547	77,147	77,947	78,747
<b>O1</b>	76,984	77,784	78,584	80,184	80,984	81,784
<b>P</b>	79,998	80,798	81,598	83,198	83,998	84,798

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE A-3  
TEACHER SALARY SCALE  
2019-2020

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>C</b>	56,987	57,787	58,587	60,187	60,987	61,787
<b>D</b>	57,287	58,087	58,887	60,487	61,287	62,087
<b>E</b>	57,787	58,587	59,387	60,987	61,787	62,587
<b>F</b>	58,287	59,087	59,887	61,487	62,287	63,087
<b>G</b>	59,201	60,001	60,801	62,401	63,201	64,001
<b>H</b>	60,115	60,915	61,715	63,315	64,115	64,915
<b>i</b>	60,724	61,524	62,324	63,924	64,724	65,524
<b>J</b>	61,333	62,133	62,933	64,533	65,333	66,133
<b>K</b>	62,611	63,411	64,211	65,811	66,611	67,411
<b>L</b>	64,561	65,361	66,161	67,761	68,561	69,361
<b>M</b>	66,754	67,554	68,354	69,954	70,754	71,554
<b>N</b>	69,219	70,019	70,819	72,419	73,219	74,019
<b>N1</b>	71,800	72,600	73,400	75,000	75,800	76,600
<b>O</b>	74,498	75,298	76,098	77,698	78,498	79,298
<b>O1</b>	77,535	78,335	79,135	80,735	81,535	82,335
<b>P</b>	80,798	81,598	82,398	83,998	84,798	85,598

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE A-4  
TEACHER STIPENDS  
2017-2018, 2018-2019, and 2019-2020

ACTIVITY	
HEAD TEACHER	\$1,000
PLAY DIRECTOR	\$838
BAND DIRECTOR	\$838
GRADE LEVEL AND RELATED ARTS TEAM LEADERS	\$1,750
CHAIR OF I&RS COMMITTEE	\$500
MEMBER OF I&RS COMMITTEE	\$300
TEAM LEADER	\$1,750

Setting New Club Stipends

Number of hours per month	30	20 to 29	Fewer than 20
Annual stipend	\$1,500	\$1,000	\$850

1. Creation of clubs  
 In each year, the Board shall review individual and Association requests for creation of clubs and appropriate hours/stipend placement on the above chart. The individual or the Association shall submit a plan for the club. The decision of the Board about the creation of the club and the hours placement is final.
  
2. Changes in club hours/stipend amount placement  
 Beginning with the 2015-2016 year, the Board shall review individual and Association requests for changes in the hours category of existing clubs. and appropriate hours/stipend placement on the above chart. The Board will review time logs, discuss the suggested change with the teacher and the Association, and shall decide whether a change is warranted. The decision of the Board is final.
  
3. If a teacher is appointed to a club position, it is not expected that the teacher will work more or less hours than the category designates.

SCHEDULE B-1  
SUPPORT STAFF  
2017-2018

<b>Step</b>	<b>Cook</b>	<b>Asst/Baker</b>	<b>Dish/Helper</b>	<b>Cash/Server</b>	<b>Supervisory Aide</b>
<b>1</b>	16.93	16.22	12.45	11.90	12.12
<b>2</b>	17.48	16.77	12.70	12.15	12.37
<b>3</b>	18.03	17.32	12.96	12.40	12.81
<b>4</b>	18.58	17.87	13.26	12.65	13.27
<b>5</b>	19.13	18.42	13.66	12.90	13.75
<b>6</b>	19.68	18.97	14.06	13.14	14.25
<b>7</b>	20.23	19.52	14.46	13.60	14.80
<b>8</b>	20.78	20.07	14.86	14.30	15.40
<b>9</b>	21.33	20.62	15.42	15.40	16.20
<b>10</b>	21.88	21.17	16.35	17.10	17.20
<b>11</b>	22.43	21.72	18.05	18.80	19.40

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE B-2  
SUPPORT STAFF  
2018-2019

<b>Step</b>	<b>Cook</b>	<b>Asst/Baker</b>	<b>Dish/Helper</b>	<b>Cash/Server</b>	<b>Supervisory Aide</b>
<b>1</b>	17.43	16.72	12.95	12.40	12.20
<b>2</b>	17.98	17.27	13.20	12.65	12.45
<b>3</b>	18.53	17.82	13.46	12.90	12.89
<b>4</b>	19.08	18.37	13.76	13.15	13.35
<b>5</b>	19.63	18.92	14.16	13.40	13.83
<b>6</b>	20.18	19.47	14.56	13.64	14.33
<b>7</b>	20.73	20.02	14.96	14.10	14.88
<b>8</b>	21.28	20.57	15.36	14.80	15.48
<b>9</b>	21.83	21.12	15.92	15.90	16.28
<b>10</b>	22.38	21.67	16.85	17.60	17.28
<b>11</b>	22.93	22.22	18.55	19.30	19.65

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE B-3  
SUPPORT STAFF  
2019-2020

<b>Step</b>	<b>Cook</b>	<b>Asst/Baker</b>	<b>Dish/Helper</b>	<b>Cash/Server</b>	<b>Supervisory Aide</b>
<b>1</b>	17.88	17.17	13.40	12.85	12.58
<b>2</b>	18.43	17.72	13.65	13.10	12.83
<b>3</b>	18.98	18.27	13.91	13.35	13.27
<b>4</b>	19.53	18.82	14.21	13.60	13.72
<b>5</b>	20.08	19.37	14.61	13.85	14.21
<b>6</b>	20.63	19.92	15.01	14.09	14.71
<b>7</b>	21.18	20.47	15.41	14.55	15.26
<b>8</b>	21.73	21.02	15.81	15.25	15.85
<b>9</b>	22.28	21.57	16.37	16.35	16.65
<b>10</b>	22.83	22.12	17.30	18.05	17.65
<b>11</b>	23.38	22.67	19.00	19.75	20.02

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE C-1  
CUSTODIAN SALARY GUIDES  
2017-2018

<b>Step</b>	<b>Head</b>	<b>Head Asst</b>	<b>Cust II</b>	<b>Cust/Maint</b>
<b>1</b>	40,593	37,948	29,084	32,723
<b>2</b>	41,582	38,870	29,723	33,453
<b>3</b>	42,649	39,845	30,396	34,223
<b>4</b>	43,728	40,873	31,107	35,035
<b>5</b>	44,936	41,989	31,886	35,927
<b>6</b>	-	-	32,728	36,888
<b>7</b>	-	-	33,167	37,912
<b>8</b>	-	-	34,126	38,410
<b>9</b>	-	-	35,085	38,932
<b>10</b>	-	-	37,850	39,456
<b>OG</b>			59,249	

Based on 2080 hours per year. If annual hours change, annual rate will change.

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE C-2  
CUSTODIAN SALARY GUIDES  
2018-2019

<b>Step</b>	<b>Head</b>	<b>Head Asst</b>	<b>Cust II</b>	<b>Cust/Maint</b>
<b>1</b>	41,739	39,094	30,230	33,869
<b>2</b>	42,728	40,016	30,869	34,599
<b>3</b>	43,795	40,991	31,542	35,369
<b>4</b>	44,874	42,019	32,253	36,181
<b>5</b>	46,082	43,135	33,032	37,073
<b>6</b>	-	-	33,874	38,034
<b>7</b>	-	-	34,313	39,058
<b>8</b>	-	-	35,272	39,556
<b>9</b>	-	-	36,231	40,078
<b>10</b>	-	-	38,996	40,602
<b>OG</b>			60,395	

Based on 2080 hours per year. If annual hours change, annual rate will change.

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

**SCHEDULE C-3**  
**CUSTODIAN SALARY GUIDES**  
**2019-2020**

<b>Step</b>	<b>Head</b>	<b>Head Asst</b>	<b>Cust II</b>	<b>Cust/Maint</b>
<b>1</b>	42,923	40,278	31,416	35,028
<b>2</b>	43,912	41,200	32,136	35,844
<b>3</b>	44,979	42,175	32,856	36,660
<b>4</b>	46,058	43,203	33,576	37,476
<b>5</b>	47,266	44,319	34,296	38,292
<b>6</b>	-	-	35,016	39,108
<b>7</b>	-	-	35,736	39,924
<b>8</b>	-	-	36,456	40,740
<b>9</b>	-	-	37,415	41,262
<b>10</b>	-	-	40,180	41,786
<b>OG</b>			61,579	

Based on 2080 hours per year. If annual hours change, annual rate will change.

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.

SCHEDULE D  
SPECIAL EDUCATION AIDES SALARY GUIDES  
2017-2018, 2018-2019, and 2019-2020

<b>2017-18 Step</b>	<b>2017-2018 Daily Rate</b>	<b>2017-2018 Hourly Rate</b>	<b>2018-2019 Step</b>	<b>2018-2019 Daily Rate</b>	<b>2018-2019 Hourly Rate</b>	<b>2019-2020 Step</b>	<b>2019-2020 Daily Rate</b>	<b>2019-2020 Hourly Rate</b>
<b>1</b>	117.48	16.79	<b>1</b>	118.04	16.87	<b>1</b>	117.55	\$16.80
<b>2</b>	119.44	17.07	<b>2</b>	120.00	17.15	<b>2</b>	119.51	\$17.08
<b>3</b>	121.54	17.37	<b>3</b>	122.10	17.45	<b>3</b>	121.61	\$17.38
<b>4</b>	123.85	17.70	<b>4</b>	124.48	17.79	<b>4</b>	123.99	\$17.72
<b>5</b>	126.09	18.02	<b>5</b>	126.72	18.11	<b>5</b>	126.23	\$18.04
<b>6</b>	128.53	18.37	<b>6</b>	129.16	18.46	<b>6</b>	128.67	\$18.39
<b>7</b>	132.24	18.90	<b>7</b>	132.87	18.99	<b>7</b>	132.38	\$18.92
<b>8</b>	136.09	19.45	<b>8</b>	136.72	19.54	<b>8</b>	136.23	\$19.47
<b>9</b>	140.08	20.02	<b>9</b>	140.71	20.11	<b>9</b>	140.22	\$20.04
<b>10</b>	144.14	20.60	<b>10</b>	144.77	20.69	<b>10</b>	144.28	\$20.62
<b>10A</b>	150.51	21.51	<b>10A</b>	151.13	21.60	<b>10A</b>	150.65	\$21.53
<b>10B</b>	156.87	22.42	<b>10B</b>	157.50	22.51	<b>10B</b>	157.01	\$22.44
<b>11</b>	169.68	24.25	<b>11</b>	171.08	24.45	<b>11</b>	172.48	\$24.65

Longevity bonuses in addition to base salary are given as follows:

- \$275 at the beginning of the tenth contract year.
- An additional \$275 beginning with the fifteenth contract.
- An additional \$550 beginning with the twentieth contract.
- An additional \$875 beginning with the twenty-fifth contract.
- An additional \$275 beginning with the thirtieth contract.