

AGREEMENT BETWEEN THE

**WOODSTOWN-PILESGROVE REGIONAL
BOARD OF EDUCATION**

AND THE

**WOODSTOWN-PILESGROVE REGIONAL
EDUCATIONAL ASSOCIATION**

JULY 1, 2007 THROUGH JUNE 30, 2010

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ARTICLE I
RECOGNITION

- A. The Board of Education of the Woodstown-Pilesgrove Regional School District recognizes the Woodstown-Pilesgrove Regional Education Association as the exclusive representative for the bargaining unit consisting of classroom teachers, nurses, guidance counselors, librarians, teachers of special classes, secretaries, computer technicians, paraprofessionals, Child Study Team members and athletic trainer, but excluding the Superintendent, Assistant Superintendent, Director of Special Education, Director of Curriculum and Instruction, School Business Administrator, Principals, Assistant Principals, Supervisors who evaluate, secretary to the Superintendent and secretaries to the Board Secretary/Business Administrator.
- B. Unless otherwise indicated, the term, "employees," when used as a generally descriptive term in accordance with provision A above, hereinafter in this Agreement, shall refer to all members of the negotiating unit, and references to male employees shall include female employees.
- C. The term "teachers" shall refer specifically to classroom teachers, nurses, guidance counselors, librarians, teachers of special classes, CST members and athletic trainer.
- D. The term "clerical staff" shall refer specifically to secretaries, computer technicians, and paraprofessionals included in Section A. above.

ARTICLE II
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement. Such negotiations begin no later than one hundred and twenty (120) days before the required budget submission date of the Board. Any Agreement so negotiated shall apply to all employees, be reduced to writing, be adopted by the Association first and then the Board, and signed by the delegated representatives of the Board and the Association.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available for inspection by the Association such financial records, data and information of the Woodstown-Pilesgrove Regional School District as is available to any member of the public by statutory regulation. This inspection shall be made by appointment with the Superintendent or his designee.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- D. Negotiations Sessions
 - 1. Any agreement that is mutually agreeable to both parties shall be adopted by the Association and the Board.
 - 2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be adopted by the Association and the Board and signed by the Association and the Board.

- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I with any organization other than the Association for the duration of this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions

- 1. A grievance is defined as a violation, misapplication, or misinterpretation of this Agreement, policies, administrative decisions, or state statutes or regulations affecting the terms and conditions of employment of employees in this bargaining unit.
- 2. A "grievant" is an employee who files a grievance.
- 3. "Day" means a school day, when school is in session, or a work day during summer and vacation periods.
- 4. "Representative" is a person or agent designated to represent either party in the grievance procedure.
- 5. "Party in interest" is a person, agent or agency with an interest in the grievance.

B. Procedures

- 1. Grievances shall be adjudicated according to the terms of this Agreement.
- 2. Formal grievances shall be filed in writing.
- 3. Communications and decisions concerning formal grievances shall be in writing.
- 4. Nothing herein precludes mutual extension of time limits of the grievance procedure.
- 5. Parties in interest shall be permitted representatives limited to three (3) persons at all levels of the procedures.
- 6. Failure by a grievant to process a grievance within the specified time limits shall render the grievance as settled in favor of the Board, except as provided hereafter.
- 7. Failure to issue a decision within the specified time limit shall render the grievance settled in favor of the grievant, except as provided hereafter.
- 8. When a written grievance is filed under C-2a. below, a copy will be submitted to the Superintendent. If, at the expiration of the time limits provided herein, there is no response from the other side, a five day notice will be given, at the expiration of which, in the continued absence of a response, the grievance will be resolved in accordance with the terms of sections 6 and 7 above.
 - a. For clerical staff grievances, failure to issue a decision within the specified time limit shall render the grievance settled in favor of the grievant. This provision will not be applicable in any grievance in which the remedy demanded exceeds the authority of the administrator who fails to respond within the time limits.

9. A class grievance is a formal grievance by the Association on behalf of (or by) two (2) or more affected employees. Such class grievance may be filed at Level III, but within ten (10) days of the occurrence. If the affected employees are under the direction of one principal, then the grievance must be initiated at the principal's level.

C. Processing

1. Level I - Informal Grievances

- a. A grievant shall discuss informally with the involved administrator or supervisor any alleged misinterpretation of this Agreement, within ten (10) days of such occurrence, in order to resolve the grievance. Failure to resolve grievance shall advance it to Level II.

2. Level II - Formal Grievances

- a. A grievant shall file a formal grievance within twenty (20) days of the occurrence, and shall specify the clause of the Agreement, the nature of the grievance, and the remedy.
- b. The involved administrator or supervisor shall hold a hearing promptly within five (5) days of receipt of the formal grievance, and shall render this decision within five (5) days after the hearing.

3. Level III - Appeals to the Superintendent

- a. Within five (5) days of the decision at Level II, the grievant may request an appeal to the Superintendent. The appeal shall include all materials previously submitted.
- b. The Superintendent shall establish a hearing within ten (10) days following such request, and notify the grievant at least five (5) days prior to the hearing date.
- c. Within five (5) days of the said hearing, the Superintendent shall notify the parties in interest of his decision.

4. Level IV - Appeals to the Board

- a. Grievances appealed to the Board shall be processed as in Level III, except that the Board will establish a hearing within thirty (30) days.

5. Level V - Arbitration

- a. Within ten (10) days of the decision of the Board, the Association may request arbitration of the grievance by filing notice with the Superintendent.
- b. The Board and the Association shall request a list of arbitrators from the Public Employment Relations Commission.
- c. The selection of the arbitrator and the conduct of the arbitration hearing shall be in accordance with PERC rules.
- d. The arbitrator shall first rule on the arbitrability of the grievance, if so requested by either party.

- e. The arbitrator shall have no power to add to, subtract from or alter the language of the Agreement. He shall have no power to make an award inconsistent with law. He shall rule only on the interpretation of the clause of the Agreement.
- f. The arbitrator's decision shall be binding on all parties, except that if his decision requires legislative action, such decision shall be effective only if such legislation is enacted.
- g. The cost of the services of the arbitrator shall be shared equally by the parties.
- h. Only grievances pertaining to violation of this Agreement may be processed to arbitration.

6. General Provisions

- a. No prejudice will attend any employee by reason of the utilization of participation in the grievance procedure.
- b. The filing or pendency of any grievance shall not impede the normal management and operation of the schools.
- c. All records of grievance processing shall be filed separately.
- d. Parties in interest will cooperate in investigating and providing pertinent information concerning a grievance being processed.

ARTICLE IV
PROBLEM SOLVING PROCEDURE

- A. Employees shall submit problems, in writing, not of a contractual nature, to their immediate supervisor. If they are not satisfied with the solution provided by their immediate supervisor, they may appeal the problem to the Superintendent.
- B. The Superintendent's decision will be final and binding.
- C. All of the problems submitted in this procedure will be in writing and all of the answers given to the employee will be in writing.

ARTICLE V
WORK YEAR

- A. The teacher work year shall consist of one hundred and eighty-three (183) pupil days and one hundred and eighty-six (186) teacher days. One (1) teacher day shall be utilized for orientation and two (2) teacher days shall be utilized for in-service activity.
- B. All new teachers must report for two (2) special orientation in-service days for new staff members only.
- C. In the event that it becomes necessary to add pupil days to an adopted calendar, the Association shall be given the opportunity to make recommendations as to how this should be done.

- D. All ten (10) month secretaries and computer technicians will be required to work two hundred (200) days, excluding holidays. All twelve (12) month secretaries and computer technicians will be required to work two hundred and forty (240) days, except for Saturdays, Sundays, rotating holidays and earned vacation time. Paraprofessionals will be required to work one hundred eighty-eight (188) ~~198~~ days. All other days between July 1 and June 30 are considered work days.
- E. If a clerical employee is requested to work on a holiday, the employee will receive holiday pay (a day's pay) plus an extra day's pay.
- F. Due to the variation in school calendars from year to year, and the nature of the position, the clerical staff holidays shall conform to that of the teaching staff with the exception of Christmas and Easter recesses, which will be determined by the building principal and approved by the Superintendent.
- G. When normal teacher and/or student attendance is excused for safety or emergency reasons, the attendance of support staff covered under this agreement shall not be required and will not be charged for such days unless make-up days are required for students and teaching staff.
- H. Secretaries will be able to choose when to use compensatory days and make-up days with their supervisors' approval. If the student calendar is altered due to emergency closing(s), those days may not be utilized as compensatory or make-up days.

ARTICLE VI
SALARIES

- A. Salary payments will be as follows:
 - 1. Any regular, annual or school year teacher who is under contract in any of the categories listed in the recognized bargaining unit and who is employed only a portion of each day shall have his salary prorated in accordance with this schedule. Salary increments shall be by action of the Board of Education and shall be based upon approved service. Any increments or adjustments may be withheld in accordance with New Jersey Law. Except for any increments or adjustments withheld in accordance with the legal authority of the Board, all employees covered by this guide will be placed on their proper step for the school year in which schedules apply.
 - 2. Teachers employed on a twelve (12) month basis shall be paid in twelve (12) monthly installments.
 - 3. Teachers employed on a ten (10) month basis shall be paid in ten (10) monthly installments.
 - 4. Teachers employed on a ten (10) month basis may individually elect to have a portion of their monthly salary deducted so that they may have a summer plan. The deducted funds shall be paid to the teacher at the end of June or in equal amounts on or about the 15th of the months of July and August. Any teacher may have an amount of his choosing deducted from his pay and deposited for him in the Salem County School Employees Federal Credit Union. Monthly payments will be made on or about the fifteenth (15th) of the month. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
 - 5. Teachers shall receive their final checks on the last working day in June or upon completion of the check-out condition for the year.

6. Extended Service Increments

Teachers who have completed a certain number of years in teaching and a certain number of years in the district are eligible for extended service, increments according to the following tables:

Teachers hired prior to July, 1, 2006 are grandfathered as follows:

Years in Teaching	Years in District	Payment	Amount
5	5	A	500
10	5	B	1000
15	10	C	1500
20	15	D	2000
25	20	E	2500
30	25	F	3000
35	30	G	3500

Teachers hired on and after July 1, 2006:

Years in Teaching	Years in District	Payment	Amount
15	10	A	1000
20	15	B	1500
25	20	C	2000
30	25	D	2500
35	30	E	3000

In order to receive extended service increments, faculty members must complete nine (9) semester hours of graduate credit within the previous five (5) years.

For example: an individual with nine (9) years teaching and five (5) years in the district was put on Step A in 1994-95. That person will have ten (10) years teaching and six (6) years in the district as of the end of the 1994-95 school year. If he/she can demonstrate the completion of an additional nine (9) credits taken within the previous five (5) years, he/she will advance to Step B as of 9/1/95.

In all other cases, a faculty member who is eligible for extended service increments will move up a step every five (5) years provided nine (9) credits are earned within the preceding five (5) years.

If a person is not at his "eligible" step because he/she failed to earn the nine (9) credits, he/she can move up in a successive year if the required credits are later earned; however, the credits must always be earned during the previous five (5) years. A person may not skip a step.

In-service credit may be substituted for three (3) graduate hours under Section 6 but may not be substituted for the remaining six (6) graduate credit portion. Fifteen (15) hours of in-service shall equal one (1) credit hour. In-service shall include:

Summer courses.

Weekend courses.

Courses taken during breaks in the school year.

Work on committees involving curriculum development, with the approval of the Superintendent and Curriculum Director.

In-service instruction provided by a staff member to other staff at double the rate (two [2] hours credit for one [1] hour lecturing), with the approval of the Superintendent and Curriculum Director.

In-service credit shall not be given for work done during the teacher's regular workday or for attendance at conventions.

If a person is approved to substitute in-service hours for these three (3) credits, he/she will not also receive an hourly stipend.

When a faculty member reaches the doctorate level, he/she no longer needs to satisfy the credit requirement for extended service increments

In all other cases after 9/1/94 a faculty member who is eligible for extended service increments will move up a step every five (5) years provided nine (9) credits are earned within the preceding five (5) years.

If a person is not at his "eligible" step he can move up in a successive year if the required credits are earned during the previous five (5) years. A person may not skip a step.

7. Teachers who retire immediately from service under the rules of TPAF (not vesting benefits) and who have not less than ten (10) years of service in Woodstown-Piles Grove will be compensated for 1/2 of their accumulated sick leave days, after the first fifty (50) days, which shall be deducted, at the rate of ninety-five dollars (\$95) per day in 2007-2008; one hundred dollars (\$100) per day in 2008-2009; and one hundred-five dollars (\$105) per day in 2009-2010 (after deductions).

Teachers who claim this payment must notify the Board of their intent to retire by December 1 of their final year of service if they retire at the end of the school year, or not less than seven (7) months in advance of their retirement date if they retire at any other time. If, due to unusual circumstances notice is given less than seven (7) months in advance, payment may be made twelve (12) months after the receipt of notice. In the event that a teacher, having met all requirements herein, dies before receiving payment, payment will be made to the teacher's estate.

Payment will be made in any of the following schedules, at the option of the teacher:

- a. Full payment on or about July 1.
- b. Full payment on or about January 1.
- c. Half on each date.

8. Professional Development and Educational Improvement

The Board and the Association affirm that continued intellectual growth on behalf of its employees is vital to the progressive development of the educational program.

- a. The contractual agreement to pay teachers an ongoing additional sum of \$10 per credit earned prior to July 1, 1975, and \$15 per credit earned prior to July 1, 1976, shall be continued. Teachers will be reimbursed for tuition for graduate credits earned up to a limit of \$2000 per teacher in 2007-2008; \$2000 in 2008-2009; and \$2000 in 2009-2010 by the Board of Education with the appropriate approval and submission of the necessary documentation and proof of payment. Books and fees can be reimbursed out of the per teacher maximums.

- b. Payment for additional credits earned after July 1, 1977, shall be subject to the following conditions:
 - (1) A maximum of twelve (12) credits per employee will be reimbursed in any fiscal year, providing such credits were earned during that fiscal year.
 - (2) Payments will be made within forty-five (45) days after the teacher submits official transcripts or letters of completion to the Superintendent of Schools and providing that the teacher has earned a grade of B or better or a grade of passing in pass/fall courses.
 - (3) Payment may be withheld for courses taken to satisfy emergency or provisional certification requirement, or for courses taken to pursue any degree not related to the educational profession, or for courses paid for by any other public or private funding or for courses taken while on sabbatical or other extended leaves of absence. Tuition reimbursement will be granted for graduate courses. The Board will reimburse teachers for undergraduate credits necessary to retain certification or if the administration requires the courses. The Board will also pay the cost of in-service programs taken outside the district.
 - (4) To be eligible for reimbursement, employees must notify the Superintendent and receive his approval prior to enrolling in graduate courses.
 - (5) Employees hired prior to July 1, 2006 (grandfathered) and who are enrolled in a matriculated program for Masters Degree in the field of Education or in the field of the subject area endorsement of their teaching certificate, and who reach one-half (1/2) the required credits toward that degree on or after July 1, 1991, shall receive a one-time lump sum payment of \$500. Employees shall submit proof of the completed credits and of total credits required for the degree when applying for the payment. Employees hires after July 1, 2006 are not eligible.
 - (6) Upon receiving a Doctoral degree, a teacher will no longer need to satisfy the credit requirement for the longevity payment.
- c. The Association agrees to cooperate in arranging in-service courses, workshops, conference visits to industries of neighboring school systems, and programs designed to improve the quality of education. Such activities shall be coordinated through the "Education Liaison and District-wide Educational Council." Final approval will rest with the Superintendent of Schools. Such decision shall not be subject to binding arbitration.
- d. The Board will reimburse secretaries, computer technicians, and paraprofessionals for college or other courses related to their duties in Woodstown-Pilesgrove, subject to the prior approval of the Superintendent, up to \$600 in 2007-2008; \$600 in 2008-2009; and \$600 in 2009-2010. Books and fees can be reimbursed out of the per maximums.

9. Initial Employment

Initial hiring guide placement for new teachers to be hired for 1980-81 school year (and thereafter) shall be negotiable between the prospective new hire and the Board, provided that such salary shall not be above what would be the normal step placement based on experience, etc., and shall entitle the teacher to normal step progression thereafter.

Bachelor Degree

Bachelor Degree plus thirty (30) graduate credits

Masters Degree

Masters Degree plus thirty (30) graduate credits

All credits beyond the stated degree shall be at the graduate level and be given by institutions approved by the New Jersey State Board of Education. Transcripts, an official diploma, or notification of grades bearing an official and proper college seal shall be submitted to the Superintendent of Schools, who will evaluate the credits for Board of Education approval.

B. Secretary, Computer Technician, and Paraprofessional Salaries

1. All employees covered by this Salary Schedule shall be construed to be on duty for the calendar year, twelve (12) months unless otherwise scheduled.

The working year for ten (10) month secretaries and computer technicians shall be construed as 200 days. The working year for eleven (11) month staff members shall be construed as 220 days. The working year for twelve (12) month staff members shall be construed as 240 days, less earned vacation. The working year for paraprofessionals shall be one hundred eighty-eight (188) days.

A work day is defined as a day in which the employee is scheduled for work at the place of employee assignment or on approved vacation.

Salary for 240 work days, less vacation, will be computed on approved salary guide in accordance with classification.

2. An employee covered by this Salary Schedule will advance only one (1) step per contract year.
3. Transfers from one position to another shall be given full credit for all years of experience presently held at the time of transfer.
4. Initial placement on scale may be negotiated on the basis of training and experience as approved by the Superintendent for new clerical staff employees.
5. Any regular, annual or school year clerical employee who is under contract in any of the categories listed in the recognized bargaining unit and who is employed only a portion of each day shall have his salary prorated in accordance with this schedule. Salary increments shall be by action of the Board of Education and shall be based upon approved service. Any increments or adjustments may be withheld in accordance with New Jersey School Law Title 18A:29-14. A member of the bargaining unit whose increment or adjustment is withheld may use the appeal procedure in New Jersey School Law Title 18A:29-14 or may grieve the action in accordance with the grievance procedure in this Agreement.
6. In order to receive extended service increments, clerical staff must complete forty-five (45) hours of in-service credit as approved by his/her immediate supervisor within the previous five (5) years. At least thirty (30) of the forty-five (45) hours must be in an area of technology related to the clerical staff member's specific assignment. In-service instruction provided by a clerical staff member to other clerical staff members with the approval of the immediate supervisor shall accrue at double the rate of hours for the instructor (e.g. two [2] hours of in-service credit for one [1] hour of instruction). In-service credit shall not be given for work done during the regular work day or for attendance at conventions. College courses and workshops may be counted with prior approval of the administration.

Extended service increments shall be:	After 15 years	\$850.00 additional
	After 20 years	\$950.00 additional
	After 25 years	\$1050.00 additional
	After 30 years	\$1150.00 additional
	After 35 years	\$1250.00 additional

7. Clerical staff members who retire immediately for service under the rules of PERS (not vesting benefits) and who have not less than ten (10) years service in Woodstown-Pilesgrove will be compensated for one-half (1/2) of their accumulated sick leave days, after the first fifty (50) days, which shall be deducted, at the rate of seventy-five dollars (\$75) per day in 2007-2008; eighty dollars (\$80) per day in 2008-2009; and eighty-five dollars (\$85) per day in 2009-2010 (after deductions).

Clerical staff members who claim this payment must notify the Board of their intent to retire by December 1 of their final year of service if they retire at the end of the school year, or not less than seven (7) months in advance of their retirement date if they retire at any other time. If, due to unusual circumstances, notice is given less than seven (7) months in advance, payment may be made twelve (12) months after the receipt of notice. In the event that a clerical staff member, having met all the requirements herein, dies before receiving payment, payment will be made to the clerical staff estate.

Payment will be made in any of the following schedules, at the option of the clerical staff member:

- a. Full payment on or about July 1
- b. Full payment on or about January 1
- c. Half on each date.

C. Extracurricular Salaries

1. Full adjustment to guide shall be made upon issuance of annual contract except as provided in (A) above.
2. Any teacher who has been employed in the Woodstown-Pilesgrove Regional School District in any position listed shall receive credit for each year of such service if he or she is hired for any other position listed in the same athletic or extracurricular category.

Ticket takers, sellers, scorekeepers and timekeepers will be paid \$66.78 per event effective 2007-2008, \$69.62 in 2008-2009 and \$72.40 in 2009-2010. The head football ticket taker will be paid \$107.35 per event in 2007-2008, \$111.91 in 2008-2009 and \$116.39 in 2009-2010. The head ticket taker for any other sport will be paid \$87.40 in 2007-2008, \$91.12 in 2008-2009 and \$94.76 in 2009-2010.

TEACHERS SALARY GUIDE --- YEAR 1 --- 2007-2008

Step	Bachelor's	Bachelor's + 30	Master's	Master's + 30
1	42,000	43,525	45,100	46,700
2	42,350	43,875	45,450	47,050
3	42,525	44,050	45,625	47,225
4	42,900	44,425	46,000	47,600
5	43,200	44,725	46,300	47,900
6	43,600	45,125	46,700	48,300
7	44,350	45,875	47,450	49,050
8	44,785	46,310	47,885	49,485
9	46,015	47,540	49,115	50,715
10	47,750	49,275	50,850	52,450
11	50,307	51,832	53,407	55,007
12	54,075	55,600	57,175	58,775
13	57,200	58,725	60,300	61,900
14	61,250	62,775	64,350	65,950
15	65,300	66,825	68,400	70,000
16	69,346	70,871	72,446	74,046

TEACHERS SALARY GUIDE --- YEAR 2 --- 2008-2009

Step	Bachelor's	Bachelor's + 30	Master's	Master's + 30
1	44,000	45,575	47,150	48,750
2	44,125	45,700	47,275	48,875
3	44,250	45,825	47,400	49,000
4	44,450	46,025	47,600	49,200
5	44,650	46,225	47,800	49,400
6	44,965	46,540	48,115	49,715
7	45,549	47,124	48,699	50,299
8	46,500	48,075	49,650	51,250
9	47,465	49,040	50,615	52,215
10	49,328	50,903	52,478	54,078
11	51,757	53,332	54,907	56,507
12	55,150	56,725	58,300	59,900
13	59,150	60,725	62,300	63,900
14	62,500	64,075	65,650	67,250
15	66,100	67,675	69,250	70,850
16	70,846	72,421	73,996	75,596

TEACHERS SALARY GUIDE --- YEAR 3 --- 2009-2010

Step	Bachelor's	Bachelor's + 30	Master's	Master's + 30
1	46,000	47,625	49,200	50,800
2	46,125	47,750	49,325	50,925
3	46,250	47,875	49,450	51,050
4	46,350	47,975	49,550	51,150
5	46,500	48,125	49,700	51,300
6	47,225	48,850	50,425	52,025
7	48,250	49,875	51,450	53,050
8	48,900	50,525	52,100	53,700
9	49,250	50,875	52,450	54,050
10	50,518	52,143	53,718	55,318
11	52,947	54,572	56,147	57,747
12	55,750	57,375	58,950	60,550
13	59,550	61,175	62,750	64,350
14	62,350	63,975	65,550	67,150
15	67,400	69,025	70,600	72,200
16	72,350	73,975	75,550	77,150

CLERICAL SALARY GUIDE --- YEAR 1 --- 2007-2008

Step	12 Month Secretary	12 Month Tech	10 Month Tech	10 Month Secretary	Paraprofessional
1	27,365	28,120	22,490	21,855	17,956
2	28,365	29,120	23,490	22,855	18,156
3	29,365	30,120	24,490	23,855	18,356
4	30,365	31,120	25,490	24,855	18,556
5	31,365	32,120	26,490	25,855	18,756
6	32,365	33,120	27,490	26,855	18,986
7	33,365	34,120	28,490	27,855	19,581
8	34,365	35,120	29,490	28,855	20,540
9	35,365	36,120	30,490	29,855	21,926
10	36,365	37,120	31,490	30,855	23,626
11	37,365	38,120	32,490	31,855	25,430
12	38,365	39,120	33,490	32,855	27,414
13	39,365	40,120	34,490	33,855	30,396
14	40,365	41,120	35,490	34,855	31,986

CLERICAL SALARY GUIDE --- YEAR 2 --- 2008-2009

Step	12 Month Secretary	12 Month Tech	10 Month Tech	10 Month Secretary	Paraprofessional
1	28,990	29,745	24,115	23,480	17,956
2	29,990	30,745	25,115	24,480	18,156
3	30,990	31,745	26,115	25,480	18,356
4	31,990	32,745	27,115	26,480	18,556
5	32,990	33,745	28,115	27,480	18,756
6	33,990	34,745	29,115	28,480	18,986
7	34,990	35,745	30,115	29,480	19,581
8	35,990	36,745	31,115	30,480	20,540
9	36,990	37,745	32,115	31,480	21,926
10	37,990	38,745	33,115	32,480	23,626
11	38,990	39,745	34,115	33,480	25,430
12	39,990	40,745	35,115	34,480	27,414
13	40,990	41,745	36,115	35,480	30,396
14	41,990	42,745	37,115	36,480	33,486

CLERICAL SALARY GUIDE --- YEAR 3 --- 2009-2010

Step	12 Month Secretary	12 Month Tech	10 Month Tech	10 Month Secretary	Paraprofessional
1	30,585	31,340	25,710	25,075	18,000
2	31,585	32,340	26,710	26,075	18,100
3	32,585	33,340	27,710	27,075	18,300
4	33,585	34,340	28,710	28,075	18,500
5	34,585	35,340	29,710	29,075	18,700
6	35,585	36,340	30,710	30,075	18,900
7	36,585	37,340	31,710	31,075	19,500
8	37,585	38,340	32,710	32,075	20,250
9	38,585	39,340	33,710	33,075	21,620
10	39,585	40,340	34,710	34,075	23,300
11	40,585	41,340	35,710	35,075	25,100
12	41,585	42,340	36,710	36,075	27,100
13	42,585	43,340	37,710	37,075	30,000
14	43,585	44,340	38,710	38,075	33,600

2007-2008 Schedule B

Position	Step	1	2	3	4	5	6	7	8
Baseball - Head		3649	3778	3907	4038	4249	4464	4677	4889
Baseball - Asst.		2606	2752	2841	2971	3187	3347	3507	3826
Football - Head		4363	4485	4611	4737	4942	5144	5447	5630
Football - Asst.		2992	3008	3107	3233	3438	3642	3847	4118
Basketball - Head		3977	4144	4243	4379	4587	4796	5004	5213
Basketball - Asst.		2711	2883	2971	3065	3232	3414	3649	3909
Cross Country - Head		3266	3395	3524	3653	3866	4078	4291	4504
Cross Country - Asst.		2652	2782	2885	3013	3225	3439	3653	3866
Cross Country - Middle School		2652	2782	2885	3013	3225	3439	3653	3866
Tennis - Head		3266	3395	3524	3653	3866	4078	4291	4504
Tennis - Asst.		2652	2782	2885	3013	3225	3439	3653	3866
Track - Head		3649	3778	3907	4142	4249	4464	4677	4889
Track - Asst.		2606	2752	2841	2971	3187	3347	3507	3826
Hockey - Head		3977	4121	4243	4379	4587	4796	5004	5213
Hockey - Asst.		2711	2883	2971	3065	3232	3414	3649	3865
Softball - Head		3649	3778	3907	4038	4249	4464	4677	4889
Softball - Asst.		2606	2752	2841	2971	3187	3347	3507	3826
Golf - Head		2811	2950	3094	3235	3469	3704	3935	4170
Golf - Asst.		2108	2212	2321	2426	2602	2776	2951	3128
Soccer - Head		3649	3778	3907	4038	4249	4464	4677	4889
Soccer - Asst.		2606	2752	2841	2971	3187	3347	3507	3826
Wrestling - Head		3770	3897	4026	4153	4368	4603	4789	5004
Wrestling - Asst.		2639	2769	2870	2998	3210	3423	3634	3846
Swimming - Head		3649	3778	3907	4038	4249	4464	4677	4889
Swimming - Asst.		2606	2752	2841	2971	3187	3347	3507	3826
Intramural - Fall		2657	2783	2909	3032	3240	3445	3652	3857
Intramural - Spring		2657	2783	2909	3032	3240	3445	3652	3857

2008-2009 Schedule B

Position	Step	1	2	3	4	5	6	7	8
Baseball - Head		3804	3939	4073	4209	4430	4654	4875	5097
Baseball - Asst.		2717	2869	2962	3097	3322	3490	3656	3989
Football - Head		4548	4675	4807	4938	5153	5362	5679	5869
Football - Asst.		3119	3135	3239	3370	3584	3797	4010	4293
Basketball - Head		4146	4320	4423	4565	4782	4999	5217	5434
Basketball - Asst.		2826	3005	3097	3195	3369	3559	3804	4076
Cross Country - Head		3405	3540	3673	3808	4030	4252	4473	4695
Cross Country - Asst.		2765	2901	3007	3141	3363	3585	3808	4030
Cross Country - Middle School		2765	2901	3007	3141	3363	3585	3808	4030
Tennis - Head		3405	3540	3673	3808	4030	4252	4473	4695
Tennis - Asst.		2765	2901	3007	3141	3363	3585	3808	4030
Track - Head		3804	3939	4073	4318	4430	4654	4875	5097
Track - Asst.		2717	2869	2962	3097	3322	3490	3656	3989
Hockey - Head		4146	4296	4423	4565	4782	4999	5217	5434
Hockey - Asst.		2826	3005	3097	3195	3369	3559	3804	4029
Softball - Head		3804	3939	4073	4209	4430	4654	4875	5097
Softball - Asst.		2717	2869	2962	3097	3322	3490	3656	3989
Golf - Head		2930	3076	3226	3372	3617	3861	4103	4347
Golf - Asst.		2198	2306	2419	2529	2713	2894	3077	3260
Soccer - Head		3804	3939	4073	4209	4430	4654	4875	5097
Soccer - Asst.		2717	2869	2962	3097	3322	3490	3656	3989
Wrestling - Head		3930	4062	4197	4330	4554	4798	4993	5217
Wrestling - Asst.		2751	2887	2992	3126	3346	3568	3789	4009
Swimming - Head		3804	3939	4073	4209	4430	4654	4875	5097
Swimming - Asst.		2717	2869	2962	3097	3322	3490	3656	3989
Intramural - Fall		2770	2902	3032	3160	3378	3592	3807	4021
Intramural - Spring		2770	2902	3032	3160	3378	3592	3807	4021

2009-2010 Schedule B

Position	Step	1	2	3	4	5	6	7	8
Baseball - Head		3956	4096	4236	4378	4607	4840	5070	5301
Baseball - Asst.		2826	2984	3080	3221	3455	3629	3802	4148
Football - Head		4730	4862	4999	5136	5359	5577	5906	6104
Football - Asst.		3244	3261	3368	3505	3728	3949	4171	4465
Basketball - Head		4312	4493	4600	4747	4973	5199	5425	5651
Basketball - Asst.		2939	3125	3221	3323	3504	3702	3956	4239
Cross Country - Head		3541	3681	3820	3960	4191	4422	4652	4883
Cross Country - Asst.		2875	3017	3127	3267	3497	3729	3960	4191
Cross Country - Middle School		2875	3017	3127	3267	3497	3729	3960	4191
Tennis - Head		3541	3681	3820	3960	4191	4422	4652	4883
Tennis - Asst.		2875	3017	3127	3267	3497	3729	3960	4191
Track - Head		3956	4096	4236	4491	4607	4840	5070	5301
Track - Asst.		2826	2984	3080	3221	3455	3629	3802	4148
Hockey - Head		4312	4468	4600	4747	4973	5199	5425	5651
Hockey - Asst.		2939	3125	3221	3323	3504	3702	3956	4190
Softball - Head		3956	4096	4236	4378	4607	4840	5070	5301
Softball - Asst.		2826	2984	3080	3221	3455	3629	3802	4148
Golf - Head		3047	3199	3355	3507	3762	4016	4267	4521
Golf - Asst.		2285	2398	2516	2630	2821	3010	3200	3391
Soccer - Head		3956	4096	4236	4378	4607	4840	5070	5301
Soccer - Asst.		2826	2984	3080	3221	3455	3629	3802	4148
Wrestling - Head		4087	4225	4365	4503	4736	4990	5192	5425
Wrestling - Asst.		2861	3002	3112	3251	3480	3711	3940	4170
Swimming - Head		3956	4096	4236	4378	4607	4840	5070	5301
Swimming - Asst.		2826	2984	3080	3221	3455	3629	3802	4148
Intramural - Fall		2881	3018	3153	3287	3513	3736	3959	4182
Intramural - Spring		2881	3018	3153	3287	3513	3736	3959	4182

2007-2008 Schedule C

	Step	1	2	3	4	5
High School						
Department Chair		2342	2421	2562	2768	2974
Cheerleader Advisor – Head – Fall		1810	1889	2045	2201	2358
Cheerleader Advisor – Head - Winter		1810	1889	2045	2201	2358
Cheerleader Advisor - Asst.		1318	1377	1493	1605	1719
Band Director - Head		3142	3355	3570	3782	3859
Band Director - Asst.		1859	1935	2149	2363	2574
Drama Advisor		2252	2464	2678		
Yearbook Advisor		2426	2690	2853		
Newspaper Advisor		2426	2690	2853		
Student Council Advisor		2324	2539			
Senior Class Advisor		2574				
Junior Class Advisor		2355				
Sophomore Class Advisor		2152				
Freshmen Class Advisor		2152				
Student Store		2252				
Music Director		1319				
Choreographer		988				
Set Director		1316				
Pit Band		988				
Drama Producer		2071				
Mock Trial		1478				
National Honor Society		1319				
FBLA		1319				
FFA – Head		1319				
FFA – Asst.		922				
AVA		2027				
Middle School						
Yearbook Advisor		1097				
Student Council Advisor		1513				
Newspaper Advisor		1097				
Drama Advisor		1511				
Music Director		1316				
Choreographer		988				
Set Director		1316				
Grade Chair		1975	2123	2278	2439	2608
AVA		2027				
Mary Shoemaker						
Department Chair		1975	2123	2278	2439	2608
AVA		2027				

2008-2009 Schedule C

	Step	1	2	3	4	5
High School						
Department Chair		2442	2524	2671	2886	3100
Cheerleader Advisor – Head – Fall		1887	1969	2132	2295	2458
Cheerleader Advisor – Head - Winter		1887	1969	2132	2295	2458
Cheerleader Advisor – Asst.		1374	1436	1555	1672	1793
Band Director - Head		3275	3498	3722	3943	4023
Band Director Asst.		1938	2017	2241	2463	2684
Drama Advisor		2348	2569	2792		
Yearbook Advisor		2529	2804	2974		
Newspaper Advisor		2529	2804	2974		
Student Council Advisor		2422	2647			
Senior Class Advisor		2684				
Junior Class Advisor		2455				
Sophomore Class Advisor		2243				
Freshmen Class Advisor		2243				
Student Store		2348				
Music Director		1375				
Choreographer		1030				
Set Director		1372				
Pit Band		1030				
Drama Producer		2159				
Mock Trial		1541				
National Honor Society		1375				
FBLA		1375				
FFA – Head		1375				
FFA – Asst.		961				
AVA		2114				
Middle School						
Yearbook Advisor		1144				
Student Council Advisor		1578				
Newspaper Advisor		1144				
Drama Advisor		1575				
Music Director		1372				
Choreographer		1030				
Set Director		1372				
Grade Chair		2059	2214	2375	2543	2719
AVA		2114				
Mary Shoemaker						
Department Chair		2059	2214	2375	2543	2719
AVA		2114				

2009-2010 Schedule C

	Step	1	2	3	4	5
High School						
Department Chair		2539	2624	2778	3001	3225
Cheerleader Advisor – Head – Fall		1962	2048	2217	2387	2556
Cheerleader Advisor – Head – Winter		1962	2048	2217	2387	2556
Cheerleader Advisor – Asst.		1430	1494	1618	1738	1865
Band Director - Head		3406	3638	3871	4101	4184
Band Director Asst.		2015	2098	2330	2562	2791
Drama Advisor		2441	2672	2903		
Yearbook Advisor		2630	2916	3093		
Newspaper Advisor		2630	2916	3093		
Student Council Advisor		2519	2753			
Senior Class Advisor		2791				
Junior Class Advisor		2554				
Sophomore Class Advisor		2333				
Freshmen Class Advisor		2333				
Student Store		2441				
Music Director		1430				
Choreographer		1071				
Set Director		1427				
Pit Band		1071				
Drama Producer		2245				
Mock Trial		1603				
National Honor Society		1430				
FBLA		1430				
FFA – Head		1430				
FFA – Asst.		1000				
AVA		2198				
Middle School						
Yearbook Advisor		1189				
Student Council Advisor		1641				
Newspaper Advisor		1189				
Drama Advisor		1638				
Music Director		1427				
Choreographer		1071				
Set Director		1427				
Grade Chair		2141	2302	2470	2645	2828
AVA		2198				
Mary Shoemaker						
Department Chair		2141	2302	2470	2645	2828
AVA		2198				

ARTICLE VII
LEAVES OF ABSENCE

A. Except for personal disability or emergency situation, employees included in this Agreement shall be expected to work each designated workday unless excused under the following stipulations:

B. Leave With Full Pay:

1. For ten (10) month employees, allowance for personal illness or disability will be ten (10) days per year with the unused portion accumulated without limit. After five (5) years of service in the district, one (1) additional day per year will be available until a maximum of five (5) per year is reached, for serious illness in the immediate family, defined as parents, spouse or children. Unused family illness days will convert to sick leave and be accumulated at the end of each fiscal year.
2. For twelve (12) month employees, allowance for personal illness or disability will be twelve (12) days per year with the unused portion accumulated without limit. After five (5) years of service in the district, twelve month employees will receive ten (10) sick leave days per year, three (3) days for serious illness in the family, and one additional serious family illness day per year to a maximum of five (5) serious family illness days per year. Immediate family is defined as parents, spouse or children. Unused family illness days will convert to sick leave and be accumulated at the end of each fiscal year.
3. A physician's statement may be required for serious illness in the family.
4. A physician's statement may be required for personal illness or disability.
5. Bereavement Leave
 - a. The Board will provide up to four (4) work days leave for each death in the immediate family. The Superintendent shall-determine the actual number of days granted in each circumstance. Days shall be taken consecutively and contiguously to the death.
 - (1) The immediate family shall consist of the employee's mother, father, sister, brother, son, daughter, spouse, mother-in-law, father-in-law, and grandparents.
 - (2) The work days granted for bereavement leave shall be non-cumulative.
 - (3) One (1) work day per year for the death of a friend or relative, other than those identified in B-5a(1) above.
 - (4) The work day granted for bereavement leave shall be non-cumulative.
6. Personal Business Days

Each employee may utilize up to two (2) work days per year for personal business reasons and shall not be required to state a specific reason for requesting same except in b. below:

- a. The Superintendent of Schools must be notified, on the appropriate district form, forty-eight (48) hours in advance of said leave.
- b. If the Superintendent is not notified forty-eight (48) hours prior to said leave, then the leave may be taken only if an emergency exists that has been explained to the Superintendent.

- c. Unused personal business leave days shall convert to sick leave days as long as the accumulated number does not exceed fifteen (15) for that year.
- d. No more than five percent (5%) of the teachers in a given building may take personal business days on the same day and no more than one (1) member of the clerical staff may take personal leave on the same day.
- e. No personal business days may be utilized on the days immediately preceding or following a holiday or vacation period.
- f. Utilization of personal business days as of May 1 of each school year, up to and including the last day of school (until June 30 and during the week before the opening of school for clerical staff), shall be with the consent of the Superintendent or his designee and such consent must be received prior to utilizing personal days during this period of time.
- g. One of the two personal days may be taken as half days with prior approval of the Superintendent or designee.

C. Limitations

- 1. Special consideration may be given particular problems of employees with extended years of service.

D. Rules Governing Absence

- 1. Employees are to notify their administrator or his delegate of pending absence. Such notification will be in accordance with the directions of the administrator.
- 2. After returning from absence, each employee will prepare an Absentee Record Form, completed accurately, and turn it in to the supervisor's office within three (3) school days. If an employee fails to turn in the Absentee Record Form within the required time period, the employee may be subject to disciplinary action.
- 3. For absences that can be anticipated, advance arrangements are to be made.
- 4. Absence for professional business, conference, school visitations must be approved in advance.
- 5. The daily checking in and out are important parts of the employee accounting procedure. It is the responsibility of each employee to check in by the designated time and check out, if permission is granted for leaving before the end of the normal workday. Requests to leave during or before the end of the workday are to be made to the supervisor.

E. Sabbatical Leave

- 1. After having taught seven (7) consecutive years in the Woodstown-Pilesgrove Regional School District, a teacher may receive leave for a year with half pay in accordance with the following provisions:
 - a. The leave will be for a regular and formalized program of education or travel or other program that may be approved by the Board of Education. All programs must be meaningful in terms of the present or future teaching assignment. The education shall be full-time residence program or its equivalent given by a recognized and approved institution. The travel shall be an extensive, planned itinerary.

- b. Applications for leaves shall be filed with the Superintendent of Schools by March 1 immediately preceding the leave and shall be made on the forms provided by the Superintendent. The Board will examine the detailed request on the recommendation of the Superintendent.
- c. All leaves must be approved by the Board of Education.
- d. Leaves will be limited to one (1) per year and when more than one (1) applicant files for a given year, applications will be processed so that teachers with the longer number of consecutive years service in the district will be given primary consideration.
- e. Teachers on leave in accordance with these policies shall not lose seniority, retirement, and tenure rights.
- f. As part of the application for leave, the teacher will sign an agreement to return to serve for two (2) consecutive years in this school district immediately after leave.
- g. Leaves shall be for an academic year from September 1 to the following June 30.

F. Child-Rearing Leave

- 1. An employee may make application to the Board for a child-rearing leave of absence without pay for purpose of caring for a newborn or newly adopted infant child beyond the time allowed by the Family Medical Leave Act.
- 2. Written application will be made to the Superintendent as soon as possible, but not less than ninety (90) days prior to the expected date of cessation of work. This time requirement may be reduced as necessary if the adoption agency gives the adoptive parents less than ninety (90) days notice.
- 3. Child-care leaves will begin immediately upon the expiration of disability leave for pregnancy and child birth or at a date mutually agreed upon by the Board and employee.
- 4. All such leaves will end at the end of the current school year unless in conflict with the Family Medical Leave Act.
- 5. Employees may make application for an extension of childcare leave for one (1) additional school year and the Board may grant such an extension.
- 6. To the extent that the terms of the group health insurance contracts covering members of the bargaining unit permit, employees on child-care leave will be permitted to continue such coverage by paying their own premiums after expiration of Family Medical Leave Act benefits.

Teachers absent less than ninety (90) school days shall receive an increment the following year upon return and all benefits shall be restored.

- G. Time necessary for appearance in any legal proceeding arising out of the employee's performance of his duties, providing that the employee is not participating or assisting as an adversary to the Board, shall not result in loss of pay personal leave.
- H. Other leaves subject to the terms dictated by the Board of Education may be applied for and approved in the sole discretion of the Board.

ARTICLE VIII
WORKDAY AND WORKLOAD

- A. 1. Teachers shall indicate their presence for duty each day by signing their initials, as signed on the first day of each school year, on the designated line on the sign-in roster in accordance with the time schedule for teacher arrival set forth by the Board of Education for each building.
2. Teachers shall be required to report for duty no earlier than twenty (20) minutes before the opening of the pupils' school day, and shall be required to remain no later than twenty (20) minutes after the close of the pupils' school day. On Fridays or on days preceding holidays or vacation, or Back-to-School Night, the teachers day shall end at the close of the pupils' day.
3. Teachers who fail to sign in for any reason by the designated time set forth by the Board of Education shall suffer a wage deduction for the amount of time elapsed from the designated sign-in time up to the actual sign-in time.
4. Teachers shall not be required to indicate that they are leaving the school grounds at the end of the school day, unless they are leaving prior to the designated departure time and must have the express permission of the building principal or his designee.
5. Teachers required to teach beyond their total regular school workday shall be compensated at an hourly rate of 1/7th of their daily rate (1/200th of their annual salary).
6. A regular school workday is defined as being from the time a teacher is regularly scheduled to report for duty in the morning until the regularly scheduled time for leaving at the end of the workday as set forth by the Board of Education in accordance with 2. above.
7. Teacher attendance is required, unless specifically excused by the principal or his/her designee, at staff meetings, departmental meetings, grade level meetings, and faculty meetings unless excessive meetings are scheduled. "Excessive," in this case, shall mean any month in which more than five (5) of the above are scheduled of all employees in a given building, excluding meetings necessary for the implementation of the "Thorough and Efficient" or Core Curriculum Standards guidelines. Every teacher shall, in addition to the above commitments, be required to attend one (1) Back-to-School Night each year.
8. Teacher attendance is required at two after school programs per year, such as, but not limited to the following: musicals, plays, P.T.A. meetings. By September 10 of each school year, the Superintendent shall provide a list of all acceptable programs under this article. If additional programs not anticipated in September occur, the Superintendent shall submit a revised list to the teachers. If a teacher has already attended two approved programs, he shall not be required to attend any additional programs. Teachers shall provide their principals with the two programs they plan to attend by September 30 of each school year.
9. Parental conferences and student help are within the scope of regular duties.
10. Teachers shall not receive additional compensation for any of the activities noted in Sections 7, 8 and 9 cited above.
11. Teachers may request in writing from the building principal an excused early departure for:
- a. Emergency dental and medical appointments which arise on the day that the request is made. Time will be charged to sick leave unless it falls within the last thirty (30) minutes prior to departure. Said time will not be deducted from sick leave.

- b. Association and/or other educational meetings (local, county, state and national).
12. Teachers may request in writing from the Superintendent an excused early departure to attend early classes for graduate credit, certification and general educational improvement.
 13. Teachers involved in unexcused early departure will be docked for the entire time involved.
 14. Teachers who fail to sign in, are late or depart early without permission, will acknowledge said occurrence by signing a paper which contains the date, the amount of time involved, the reason for the occurrence, and the principals signature.
 - a. A copy of this paper will be given to the teacher.
 - b. The principal or Superintendent may excuse for just cause any teacher involved in any of the above occurrences.
 - c. Payment for teaching a seventh period shall be \$3700.
- B. 1. In addition to a homeroom period, a secondary teacher shall not be assigned more than thirty (30) of the thirty-five (35) periods of the week or a similar ratio.
2. During a nine (9) period day in the secondary school (Grades 7-12), teachers may be assigned to seven (7) periods of pupil contact, of which no more than six (6) may be teaching period with regard to preparation, except as specified below:
 - a. Teachers in grades 7-12 shall have no more than six preparations daily. A preparation shall be defined as a grade level in a major subject or any elective course title.
 - b. Department chairpersons in the high school shall be assigned no more than five (5) teaching periods with no duties.
 3. Teachers in grades 5 through 12 shall, in addition to their lunch period, have one (1) preparation - conference period per day.
 4. Teachers in grades pre- K through 12 shall have a duty-free lunch period in conformance with State Board of Education rules.
 5. Teachers in grades pre- K through 4 shall have not less than one (1) forty (40) minute preparation - conference period per day.
 6. Special subject teachers, subject to receiving one preparation conference period per day and a lunch, may be assigned to professional duties as needed in their assigned building at times when they do not have a class.
 7. In emergency situations (unusual, unforeseen, temporary situations) when the safety of pupils is involved, teachers may be given other assignments during the time described in B-3, B-4, and B-5 of this section.
 8. When it becomes necessary to assign teachers to cover classes during their conference preparation periods, they shall be compensated in one of two ways as follows:

- a. A teacher shall be eligible to take one (1) compensatory day upon providing twenty (20) coverages. No more than one such day can be taken. A compensatory day cannot be taken after a holiday or before a holiday, unless the holiday is preceded by a half-day session, or
 - b. Class coverage rate shall be \$39.14 per coverage in 2007-2008, \$40.81 per coverage in 2008-2009, and \$42.44 per coverage in 2009-2010.
 - c. This compensation shall not be paid if teachers were given assignments in emergency situations as described in subsection 7. above.
- C. The Association and Board of Education recognize that the preparation time scheduled during the regular school day should be used for the purpose of professional preparation: include such things as materials, lesson plans, etc., consulting with parents, school administrators and coworkers. As a professional, it is the responsibility of the teacher to accomplish these goals and to budget his time according to his best professional judgment.
- D. A normal work schedule of forty (40) hours per week is established for all clerical staff employees. The regular workday shall consist of eight (8) hours, which includes one hour per day for lunch. Any part time clerical employee who works more than five (5) hours in a day is entitled to a one (1) hour break for lunch.
- E. Clerical employees covered by this Agreement are compensated on a salary basis for a forty (40) hour week.
- 1. Overtime will be paid to clerical employees covered under this Agreement who work in excess of forty (40) hours per work week. The rate of overtime pay shall be calculated at 1-1/2 times the normal rate of pay. Said overtime shall be authorized by the building principal.
 - 2. Clerical employees may be required to work in excess of the normal forty (40) hour schedule on certain occasions. Those hours may be credited as compensatory time as outlined below:
 - a. Compensatory time will be accrued on a time-for-time basis.
 - b. Use of accrued compensatory time shall be only with the approval of the Superintendent of Schools upon request of the employee.
 - c. Clerical employees may accumulate a maximum of five (5) days of compensatory time in any contract period. Compensatory time not used by a clerical employee during the contract period shall be considered waived by the employee and the employee shall make no further claim on the Board for such waived time as either-compensatory time off or payment at the overtime rate.

ARTICLE IX
TEACHER ASSIGNMENT

- A. 1. Tentative assignment of subjects to be taught in the high school or grade or class assignment in the elementary school for the ensuing academic year shall be given to the teachers no later than the closing of school in June.
- 2. In the event that it becomes necessary to change the assignments described in A. 1. above, after August 1, the teacher affected shall be notified in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the Superintendent and the teacher affected and at his option, a representative of the Association. If a teacher assignment is changed after August 30 for the upcoming school year, the teacher receives one days pay, except for teacher "looping."

3. All assignments must be within the area of certification.

ARTICLE X
HOME INSTRUCTION AND OTHER PROGRAMS

1. All openings for positions listed in the bargaining unit in home instruction and in state, federal, or other projects operated by the Woodstown-Pilesgrove Regional School District shall be announced by the Superintendent and posted on teacher bulletin boards as they occur.
2. Teachers doing home instruction shall be paid 1/7th of their daily rate (1/200th of annual salary), "plus mileage at the current rate as approved by the Board of Education."
3. Teachers will be paid on the above basis only if home tutoring is performed outside the defined regular school day, plus mileage at the IRS rate for new cars.
4. Hourly payment is at the following hourly rate for all paid activities not included in schedules B and C: \$25.50 in 2007-2008; \$26.50 in 2008-2009; and \$27.50 in 2009-2010.

ARTICLE XI
TEACHER EVALUATION

- A.
 1. It is recognized by the Board that evaluation is an important aspect of personnel relations, and that evaluation procedures are necessary to aid in the improvement of instruction and its auxiliary services through increasing staff effectiveness, and to identify quality of service as it relates to administrative recommendations in connection with dismissal, reappointment, salary increments, transfer, and promotion.
 2. A monitoring or observation of the work performance of staff members shall be conducted openly.
 3. All professional personnel are to be evaluated by persons holding a supervisory certificate as issued by the State Department of Education.
- B.
 1. An annual Evaluation Report is to be made for all professional personnel.
 2. The Evaluation Report is to be made by the appropriate administrator and a copy sent to the Superintendent, the teacher at his request, and a copy retained in the office of the person making the report.
 3. The Evaluation Report shall be the result of observations, official reports and other pertinent information and evidence. All Evaluation Reports shall include any strengths and weaknesses, and where indicated, shall include suggestions for improvement. Those being evaluated shall be made aware of the ratings and recommendations. The staff member shall acknowledge that he has had the opportunity to review any observation and Evaluation Reports by affixing his signature to the copies to be filed with the express understanding that such signatures in no way indicate agreement with the contents of the reports.
 4. The staff member shall have the right to submit a written answer to any observation or Evaluation Report and his answer shall be reviewed by the Superintendent and a copy attached to the file copy sent to the teacher.
- C.
 1. Any complaints regarding a teacher made to any member of the administration or Board by any parent, student or person, which is to be put in the teachers personnel file, shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or

rebut such complaints and shall have the right to be represented at any meetings or conferences regarding such complaints.

- D. 1. The Association shall have the right to make suggestions and recommendations to the Superintendent in regard to an evaluative form.

ARTICLE XII
COST OF PRINTING

- A. Copies of this Agreement shall be provided to the Board and the Association in as many copies as shall be mutually agreed upon. Costs of publication and distribution shall be borne equally by the parties to this Agreement. The Association's Constitution shall not be attached to the negotiated agreement.

ARTICLE XIII
HEALTH INSURANCE

- A. Effective July 1, 1996, the BCBS Traditional plan will no longer be offered to any employee. Blue Select shall become the standard program for the district. The Board of Education shall make available to current employees in the bargaining unit, and be responsible for one hundred percent (100%) of the dependent coverage for each employee in the Blue Select Plan or an equal to or better plan. Any such plan shall include an out of network deductible of thirty percent (30%). The plan will not cover maternity for dependent children.

Employees hired after the date of this contract signing will receive the "Blue Choice" program for the employee and any eligible dependents for the first three (3) years of employment at Board cost. New employees may, at their own expense through payroll deductions, pay the difference between the Board paid program and the BC/BS Traditional plan, Blue Select or HMO Blue for the first two years. Beginning in July 1, 2007, co-pay for office visits is fifteen dollars (\$15).

- B. The Board will provide a co-pay prescription plan at Board expense for each employee and his or her family where applicable. The prescription card co-pay shall be \$25/\$10 for 2007-2008; \$30/\$10 for 2008-2009; and \$30/\$10 for 2009-2010.
- C. The Board of Education shall pay the cost of premiums for the employee and dependents, for the Delta Dental III A Dental Insurance Plan, or its equivalent.
- D. Part-Time Employees: part-time teachers must work a minimum of 25 hours/week including a daily 40 minute prep for full health insurance coverage. Those employed prior to July 1, 2006 will be grandfathered. All other part-time staff must work a minimum of 25 hours per week to be eligible for health insurance.

ARTICLE XIV
POSTING PROCEDURES

Any vacancy will be posted on the central bulletin board in each school building for a ten (10) day period after the vacancy is made known to the Superintendent, except that teaching vacancies which occur during the school year will be posted for five (5) days. Any employee who wishes to be considered for any said vacancy must contact the Superintendents office in writing within the posting period noted above.

ARTICLE XV
NO STRIKE CLAUSE

The Association agrees that it will not engage in any job action, sanction activities on the part of its membership providing that the Board of Education continued to negotiate in good faith as determined by PERC procedures under Public Law 123 as amended.

ARTICLE XVI
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 regulation (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to 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 the, (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 XVII
SECRETARIAL VACATIONS

- A. Annual vacations based on seniority shall be taken within the contract period at the discretion of the Superintendent of Schools. Secretaries who were employed on or before June 30, 1984 may bank a maximum of two (2) weeks accrued vacation time. Members employed on or after July 1, 1984 may bank a maximum of one (1) week accrued vacation time.
- B. Vacation schedules for all regular twelve (12) month secretaries will be as follows:

<u>Years of Service</u>	<u>Vacations</u>
After 1 year.....	5 days
2 years to 5 years	10 days
6-9 years	15 days
10-14 years	17 days
15-19 years	18 days
20-24 years	20 days
Over 25 years.....	25 days

In addition to current vacation time schedule for twelve (12) month employees, those employees shall also receive their birthdays as a paid vacation. They shall receive that day even when the birthday falls on a holiday or weekend.

- C. Present secretaries will continue to receive vacation rights that have been built up by them until they reach the number of years needed to conform to this provision.
- D. Whenever a legal holiday falls within the scheduled vacation period, the secretary will receive one (1) extra day of paid vacation or an additional day's pay rather than a vacation day.

- E. Future transfers from ten (10) month employment to twelve (12) month employment shall have such full-time in-district service credited toward vacation entitlement. (Example: Four (4) years of ten (10) month service = forty (40) months credit toward the above vacation "Years of Service.")

ARTICLE XVIII
JURY DUTY

All employees covered by this Agreement who are called on jury duty shall be paid for the time thus lost from regular school duties and the amount of payment shall be the difference between their regular pay and their jury duty pay.

ARTICLE XIX
JUST CAUSE

No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.

ARTICLE XX
REPRESENTATION FEE

A. Purpose of Fee

1. If an employee covered by this agreement does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employees per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee/Notification

1. Prior to the beginning of each membership 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 that membership year. The representation fee to be paid by nonmembers will be determined by NJEA in accordance with the law.

C. Deduction and Transmission of Fee

1. Notification

On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1 of each year, the NJEA shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule

The Board will deduct from the salaries referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the February paycheck.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation 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 membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same or those used for the transmission of regular membership dues to the Association.

- a. Clarification: If dues for members are paid by automatic payroll deduction, fees paid by fee payers shall be paid in the same manner. Cash payment is only permitted if members also pay by cash.
- b. Dues deducted are submitted to NJEA, as are representation fees, not to the local association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such change will be reflected in any deductions made no more than 10 days after the Board received said notice.

6. New Employees

On or about the last day of each month, beginning with the month Article and Agreement become effective, the Board will submit to Association a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding leave of absence, return from leave, retirement, resignation, separation from employment, or death.

D. Indemnification and Save Harmless Protection

1. Liability

The Association agrees to indemnify and hold the Board and the administration harmless against any and all claims, demands, suits, or other forms of liability, including reasonable legal and/or representation fees resulting from any of the provisions of this Article or reliance upon any lists, notices, or assignments furnished under this Article which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that

- a. the Board gives the Association timely notice in writing of any claim, demand, suit, or other form of liability in regard to implementation of this Article, and
- b. if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, suit, demand, or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

2. Exception

It is expressly understood that Paragraph 1 above will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or administration.

E. Membership Availability and Demand and Return System

1. Membership in the Association is available to all employees on an equal basis and the Association has established and maintains a demand and return system which complies with the requirements in Sections C-2 and 3 of this Article.

ARTICLE XXI
SAVINGS CLAUSE

Unless other wise provided in this Agreement, nothing contained herein shall be interpreted so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date. A benefit is herein defined to mean one that is tangible and measurable and existing for no less than three (3) years.

ARTICLE XXII
STATUTORY SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is declared illegal by any action or legal authority of recognized jurisdiction, 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.

ARTICLE XXIII
FULLY BARGAINED PROVISION

This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiations.

ARTICLE XXIV
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2007, and shall continue in full force and effect until June 30, 2010. The parties agree that there will be no new negotiations on any matter for either party, during the life of this contract except those for a successor Agreement.

Negotiations shall be reopened at the request of the Board if there is to be a change to an intensive scheduling model or alternative scheduling model.

For the WPREA

For the WPRBOE

President

President

Chair-Negotiations Committee

Chairman-Negotiations Committee

Date Ratified by WPREA _____

Date Ratified by WPRBOE _____

ATTEST: _____
Board Secretary