

**AGREEMENT**  
**BETWEEN**  
**THE ELSINBORO TOWNSHIP BOARD OF EDUCATION**  
**AND**  
**THE ELSINBORO EDUCATION ASSOCIATION**

**COVERING THE PERIOD**

**July 1, 2017**

**To**

**June 30, 2020**

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The Elsinboro Township Board of Education (hereinafter called the "Board") and the Elsinboro Education Association (hereinafter called the "Association") hereby enter into this agreement.

#### **ARTICLE I: RECOGNITION**

- A. The Board hereby recognizes the Elsinboro Education Association as the exclusive and sole representative for collective negotiations for all certified teaching personnel and nurse under contract to the Board.
- B. Unless otherwise indicated, the term "employees" when used hereafter in the Agreement shall refer to all professional teachers represented by the Association in the negotiating unit as defined above.

#### **ARTICLE II: NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123 Public Law 1974 in a good faith effort to reach agreement.
- B. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

#### **ARTICLE III: EMPLOYEE RIGHTS**

- A. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given three (3) school days prior written notice of the reason for such meeting or interview and shall be entitled to have a person or persons of his/her own choosing present to advise him/her during such meeting or interview.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board or any agent thereof shall be progressively applied and subject to the grievance procedure.

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

- A. The Association and its representatives shall have the right to use the school building, with the permission of the Chief School Administrator. Such approval shall not be unreasonably or arbitrarily denied. Meetings shall not be held during the hours that children are in attendance.
- B. With the approval of the school administrator, the Association shall have the right to use the school facilities and equipment, including computers, copiers, and all types of audiovisual equipment, other duplication equipment and calculating machines at reasonable times after school hours when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental for such use and for any repair necessitated as a result of such use.

- C. With the approval of the Chief School Administrator, representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt regular school operations.
- D. The Association shall have in the school building the use of a bulletin board in the employee's lounge.
- E. The Association shall have the right to use the school mailbox for Association business.
- F. The rights and privileges of the employee representatives as set forth in the Agreement shall be granted only to the organization designated as the representative pursuant to Chapter 123, Public Law 1974, and to no other organizations.

**ARTICLE V: EMPLOYEES' EMPLOYMENT – RETIREMENT**

- A. The Board shall determine the initial placement on the salary guide, provided the placement is not higher than the employee would be placed if all prior public school service credits were honored.
- B. Employees shall be notified of their contract and salary status for the ensuing year no later than May 15<sup>th</sup> annually.
- C. Contracts must be returned, signed or unsigned, on or before June 1<sup>st</sup> (N.J.S.A. 18A:27-12).
- D. All employees shall be given tentative written notice of their class or subject assignments and room assignments for the forthcoming year by the last scheduled school day, except in cases of emergency.
- E. Upon retirement into the TPAF pension system (Teachers Pension and Annuity Fund), if the employee provides the school board with written notice and after fifteen years of district service, he/she will be paid the following: \$50 per unused sick day up to 140 days \$7,000 maximum payment. This amount is payable within 60 days of retirement and may be paid over two (2) budget years for fiscal reasons as determined by the Business Administrator.

**ARTICLE VI: SALARIES**

- A. The salaries of all employees covered by the Agreement are set forth in the Salary Schedule(s) which are attached hereto and made a part hereof.
- B. The factors which determine a teacher's salary or placement on the salary guide are as follows:
  - (1) degree status
  - (2) years of teaching experience in public education
- C. Ten-month employees must be employed five (5) calendar months on a paid status in a contract year to progress to the next vertical step of the salary guide.

- D. Effective July 1, 2017, a longevity payment of \$750 per year shall be paid to full-time certified personnel who have completed 20 years of service as a teacher in the Elsinboro School District. Longevity payments of \$1,000 per year shall be paid to full time certified personnel who have completed 25 years of service as a teacher in the Elsinboro School District. Longevity payments will be made in 20 equal payments.
- E.
  - 1. Employee salaries shall be paid in 20 equal payments.
  - 2. All contracted employees are required to have their paycheck directly deposited into a bank account of the employee's choice.
  - 3. Employees shall receive their paychecks on the 15<sup>th</sup> and 30<sup>th</sup> of the month. The last pay in June will be paid via direct deposit within 3 business days of the last day of school, provided that all obligations have been met, as determined by the Chief School Administrator.
  - 4. The Board will offer employees the opportunity to have a portion of their month's salary deposited in a local credit union.
  - 5. When a payday falls on or during a school holiday, vacation, or a weekend, employees shall receive their pay on the last previous working day.

#### **ARTICLE VII: TUITION REIMBURSEMENT**

- A. Subject to the following, an employee shall be reimbursed for the tuition costs he/she pays for approved graduate level coursework.
- B. The written approval of the school administrator and the school board must be obtained prior to commencing any coursework and approval will only be granted for coursework directly related to teaching and/or the employee's school assignment(s) at accredited colleges and universities.
- C. Reimbursement will be limited to tuition for up to three (3) graduate courses per year up to the per credit tuition rate at Rowan University. A grade of "B" or better must be earned. Employees must have two (2) years in the district and a contract for year three (3) of employment to receive reimbursement.
- D. Reimbursement will be made upon successful completion of the coursework if the employee is an employee under contract with the school district. There must be submission of a valid voucher of a college or university transcript and receipt which reflects payment to the institution.
- E. Reimbursement will be approved providing such expenses are not otherwise compensable from grants, VA or other organizations while an employee of the Board.

- F. A sum of \$6,000 for each year of this agreement will be allocated for the staff reimbursement program and will be divided evenly among staff members who apply by:
  - August 1<sup>st</sup> for 1<sup>st</sup> semester courses
  - January 1<sup>st</sup> for 2<sup>nd</sup> semester courses
  - May 1<sup>st</sup> for summer courses
- G. The reimbursement is for one (1) course per semester for each employee, unless the tuition reimbursement is not fully utilized, and then an employee may request board approval for reimbursement for more than one (1) course in a semester (contingent upon the available funds).
- H. Said cap may be waived if courses are mandated by the state.
- I. Under this provision, horizontal placement on the salary schedule shall be for graduate level courses only. Existing unit member placement shall not be affected by this provision.
- J. Teachers who submit verification of attainment will be placed on their new column of the guide immediately following the receipt of transcript and approval by the Board of Education.
- K. All employees voluntarily leaving the school system prior to reimbursement will not receive tuition reimbursement for courses taken in the time period prior to the reimbursement date. If an employee voluntarily leaves the employment of the Board and has received course reimbursement within a one (1) year period prior to leaving, the employee shall refund to the Board the entire reimbursement paid to him/her during such time period.

#### **ARTICLE VIII: TEMPORARY LEAVE OF ABSENCE**

As of the beginning of the school year, employees shall be entitled to the following non-accumulative leaves of absence with full pay each school year:

- A. Two (2) days leave of absence for personal, legal, business, household or family matters which require absence during school hours, to be approved by the Chief School Administrator, or a minimum of two (2) work days notice. No more than two (2) employees shall be granted personal leave for the same date. However, in an emergency situation, the Chief School Administrator may waive the restrictions in this paragraph and the requirement of advanced notice. Any unused personal days will carry over into the next school year as sick days.
- B. Up to five (5) consecutive days leave shall be granted at any one time starting the day after death of an employee's spouse, child, grandchild, or parent. Up to three (3) consecutive days at any one time in the event of death in an employee's family starting the day after the day of death of the following: child-in-law, parent-in-law, sibling, sibling-in-law, or grandparent. One (1) day per year shall be granted for the death of any other family member not listed.

- C. Three (3) professional days shall be granted for the purpose of visiting other schools, attending meetings, conferences, or workshops of an educational nature with the written approval of the Chief School Administrator. Written request must be submitted at least two (2) weeks prior to the day requested.

#### **ARTICLE IX: INSURANCE PROTECTION**

- A. The Board reserves the right to choose carriers for health care insurance. Benefits to be provided shall be at least equal to that provided under the N.J. State Health Benefits program unless negotiated otherwise.

All employees will contribute towards the cost of health and/or prescription benefits in accordance with P.L. 2011, Chapter 78.

The Board shall pay the full premium for coverage for each eligible employee. Teachers newly hired shall be insured only individually. A teacher who is covered individually may elect to pay the additional cost for Parent/Child, Husband/Wife or Family coverage. After the completion of three years of employment, said teachers shall be eligible for Parent/Child, Husband/Wife or Family coverage, at the board's expense.

- B. The Board reserves the right to choose the carrier for dental insurance. The Board shall provide a dental insurance plan for full-time employees, the benefits of which shall be equal to those provided by the State Health Benefits Dental Plan unless negotiated otherwise. Teachers newly hired shall be insured only individually. A teacher who is covered individually may elect to pay the additional cost for Parent/Child, Husband/Wife or Family coverage. After the completion of three years of employment, said teachers shall be eligible for Parent/Child, Husband/Wife or Family coverage. The cost to the Board shall be 100% for single coverage and 75% for dependent coverage. Any additional premiums shall be collected by payroll deductions from the employee.

- C. The Board reserves the right to choose the carrier for the prescription program. The Board shall provide a prescription plan for full time employees. The benefits of the plan shall be at least equal to those provided by the State Health Benefits Plan-Prescription Plan unless negotiated otherwise. Teachers newly hired, shall be insured only individually. A teacher who is covered individually may elect to pay the additional cost for Parent/Child, Husband/Wife or Family coverage. After the completion of three years of employment, said teachers shall be eligible for Parent/Child, Husband/Wife or Family coverage, at the board's expense.

- D. The Board shall provide a Section 125 plan and will contribute \$200 each year for each full-time employee for unreimbursed medical expenses. Employees will be able to deposit pre-tax monies into this account for medical expenses.

- E. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period, commencing July 1<sup>st</sup> and ending June 30<sup>th</sup>.

- F. The Board shall provide to each employee a description of the Health Care Insurance coverage provided under this Article, which shall include a clear description of conditions and limits of coverage as listed above.
- G. All insurance provisions regarding health, prescription, dental and optical insurances shall be subject to renegotiations in the event of federally mandated insurance requirements becoming effective.

## **ARTICLE X: GRIEVANCE PROCEDURE**

### **A. Definition**

- 1. A grievance shall mean a complaint, by a member of the negotiating unit or the Association, that there has been a violation, misinterpretation of inequitable application of any of the provisions of the Agreement, Board Policies or Administrative decision affecting him/her.
- 2. A grievance to be considered under this procedure must be initiated in writing within ten (10) school days from the date when the grievant knew of its occurrence.
- 3. An “employee grievant” is the person or persons making the complaint.
- 4. A “party in interest” is the person or persons making the complaint and any person who might be required to take action or against whom action might take in order to resolve the complaint.

### **B. Rights of Members to Representation**

- 1. Any party in interest may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative of his/her own choosing. Such representatives may be selected or approved by the Association.
- 2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the written grievance to the Chief School Administrator or at a later level, be notified by the Chief School Administrator that the grievance is in existence and shall be notified of the result.

### **C. Procedure**

- 1.
  - a. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits shall permit the employee grievant to proceed to the next step. Failure at any step within the specified time limits shall be deemed to be waiver of further appeal of the decision.
  - b. It is understood that any employee 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. (Level One) Any employee grievant who has a grievance shall discuss it first with the Chief School Administrator, in an attempt to resolve the matter formally at that level, who shall give his/her decision within ten (10) school days.
3. (Level Two) If the grievance is not resolved to the grievant's satisfaction, he/she, no later than five (5) school days after receipt of the Chief School Administrator's decision, may request a review by the Board of Education. This request shall be submitted in writing through the Chief School Administrator who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within twenty (20) school days of receipt of the appeal by the Chief School Administrator, or if a hearing is held, within twenty (20) school days of the date of the hearing. The referred to hearing shall be held within fifteen (15) school days after receipt of the appeal notice.
4. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant, he/she or the Association may request the appointment of an arbitrator, such a request to be made known to the Chief School Administrator within twenty (20) school days of the receipt of the Board's action.
5. The following procedure shall be used to secure the services of an arbitrator.
  - a. Either party may request that PERC (Public Employment Relations Commission) submit a roster of persons qualified to function as an arbitrator for the matter at issue.
  - b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted roster, they may request that PERC submit a second roster of names.
  - c. If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted roster, then PERC will be requested by either party to designate an arbitrator. The recommendations of the arbitrator shall be binding on both parties.
6. The costs for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the parties incurring same.

## **ARTICLE XI: FAIR DISMISSAL CHARGE**

- A. On or before May 15<sup>th</sup> each year, the Board shall give to each non-tenured employee continuously employed since the preceding September 30<sup>th</sup> either:
  - 1. A written offer of a contract for employment for the next succeeding year
  - or
  - 2. A written notice that such employment shall not be offered.
- B. Any non-tenured employee who has received a notice of non-employment or notice of termination may within fifteen (15) days thereafter in writing request a statement of reasons for such non-employment which statement shall be given to the employee in writing within thirty (30) days after the receipt of such request.
- C. Any non-tenured employee who has received such notice shall be entitled to an informal appearance before the Board, provided a written request for an informal appearance is received in the office of the Secretary of the Board within the (10) days after receipt by the employee of the statement of reasons.
- D. The Board shall issue its written determination as to the employment or non-employment of said non-tenured employee for the next succeeding school year within three (3) days after completion of the informal appearance.
- E. If the employee desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided herein. In default of such notice, the Board shall not be required to continue the employment of the employee. The Board's receipt of such acceptance shall be acknowledged.

## **ARTICLE XII: EMPLOYEE EVALUATION**

- A.
  - 1. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of audio, video and/or similar recording or transmitting devices may be used with the permission of the employee. Viewing of or listening to the resulting product/tapes shall be restricted to the CSA, the employee and legal representatives of either party, unless agreed to in writing by the CSA and the employee.
  - 2. An employee shall be given a copy of any class visit or evaluation report prepared by his/her evaluator at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete form.
- B.
  - 1. An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies contained therein. At least once every three (3) years an employee shall have the right to indicate those documents and/or materials in

his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Chief School Administrator and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. 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 an opportunity to review such material. The employee shall have the right to submit a written answer to such material and include it in his/her file.
  3. Although the Board agrees to protect the confidence of such 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.
- C. Any complaints regarding an employee made to any member of the administration by any parent, student, or any other person which are used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given the opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meeting or conferences regarding such complaint.
- D. Supervisory reports shall be presented in accordance with the following procedures:
1. Such reports shall be addressed to the employee.
  2. Such reports shall include:
    - a. Strengths of the employee as evidenced during the period since the previous report.
    - b. Weakness of the employee as evidenced during the period since the previous report.
    - c. Specific suggestions as to measures which the employee might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
  3. Frequency of reports shall be as follows:
    - a. Non-tenured employees shall be observed a minimum of three (3) times a year or when deemed necessary by the Chief School Administrator.
    - b. Tenured employees shall be observed one (1) time a year or when deemed necessary by the Chief School Administrator.
  4. Comprehensive yearly evaluations shall be done for each member of the staff.

### **ARTICLE XIII: WORK DAY**

- A. The work day shall not exceed seven (7) hours and ten (10) minutes per day. This time shall include:

#### All Duties

Five (5) 50 minute prep periods per week are provided.

Except in the event of an emergency, the 5<sup>th</sup> prep period may be cancelled. In that event, the administration shall reschedule a new preparation time within fifteen (15) working days. Preparation periods will be scheduled over a minimum of four days within a five day period.

One (1) 30 minute duty-free lunch period per day.

Fifteen (15) non-instructional minutes per day.

Not more than 350 minutes of instruction in any one day.

- B. Employees shall not be required to “clock in” or “clock out” by hours. They shall indicate their presence for duty by initialing in the appropriate column of an attendance record sheet.
- C. Employees may leave the building during their duty-free lunch periods, with the permission of the Chief School Administrator.
- D. Employees that are denied their scheduled prep periods due to a daily emergency shall be reimbursed \$25 for each lost period.

### **ARTICLE XIV: CONDITIONS APPLICABLE TO ALL EMPLOYEES**

Employees shall not be required to perform the following non-instructional duties:

- A. Collection of, accounting for, or custodial responsibility for any money collected from students outside the regular school program.
- B. Correcting the standardized tests used at the direction of the Board or the Administration.

### **ARTICLE XV: MISCELLANEOUS**

- A. The Association agrees that it will not engage in any job action, sanction activities, or other types of boycotts nor will it condone any such activities on the part of its membership providing the Board continues to negotiate in good faith as determined by PERC procedure under Public Laws 123 as amended.
- 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 application shall continue in full force and effect.

C. REPRESENTATION FEE

1. Purpose of Fee

- a. If any employee 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 the 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 employee's per capita cost if services rendered by the Association as majority representative.

2. Amount of Fee

- a. 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 the Association in accordance with the law.
- b. Legal Maximum: In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee shall be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be changed to the maximum allowed, said change to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

3. Deduction and Transmission of Fee

a. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph b. below, the full amount of the representation fee and promptly transmit the amount so deducted to the Association.

b. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid: (a) 10 days after receipt aforesaid list by the Board; or (b) 30 days after the employee begins his employment in a bargaining unit position unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

c. Termination of Employment

If an employee who is required to pay a representation fee terminated his/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.

d. Mechanics

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

e. Changes

The Association will notify the Board in writing of any changes in the list provided for the paragraph a. above and/or the amount of the representation fee and such changes will be reflected in any deductions made more than 10 days after the Board receives said notice.

f. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the 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, job titles and date of employment for all such employees.

4. Indemnification

a. Liability

The Association agrees to indemnify and hold the Board harmless against any liability 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 which it will seek to implement this paragraph; and (b) if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and cooperate fully with the Association in gathering evidence, securing witness and in all other aspects of said defense.

b. Exception

It is expressly understood that paragraph a. 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 the Board's imperfect execution of the obligations imposed upon it by this Article.

**ARTICLE XVI: EMPLOYEE-ADMINISTRATION LIAISON**

- A. In order to facilitate better employee-Board communications, a committee consisting of two (2) members of the Association, the Chief School Administrator, and two (2) members of the Board may meet to exchange ideas and views on any subjects that may be deemed appropriate.
- B. The committee shall establish its own rules of procedure and shall provide for a chairperson who shall be responsible for the arrangement and conduct of meetings.
- C. It is agreed that three (3) meetings may be scheduled during the calendar year. If additional meetings are thought to be necessary by either party, written request for the additional meeting(s) should be submitted to the CSA and the EEA representative for their mutual scheduling.

**ARTICLE XVII: THE EMPLOYEES' WORK YEAR**

The work year for employees covered by this Agreement should consist of:

- A. 180 days for the purpose of pupil instruction, one (1) day for the employees' orientation prior to the opening of school for pupils, one (1) day for the closing duties after the closing of school for pupils, if deemed necessary by the Chief School Administrator, and four (4) days for the purpose of in-service training.

- B. The Board may schedule one (1) or two (2) additional in-service days above the current 186 day work year, if determined by the Board to be needed, and shall pay each participating teacher one two-hundredth (1/200) of their annual salary for each in-service day they attend. Attendance is not voluntary. The days will be scheduled on weekdays within seven (7) calendar days of Labor Day, and shall be equal to a regular work day in duration.
- C. All full time and part-time teachers will attend one (1) Back to School Night, lasting no longer than one and a half (1.5) hours.
- D. All full time teachers will attend two (2) evening conferences which shall last no longer than 2 hours for each conference.
- E. All part-time teachers will attend one (1) evening conference, as mutually agreed upon by the teacher and the CSA, which shall last no longer than 2 hours.
- F. The following days shall be considered half (0.5) days for full-time teachers:
  1. The Wednesday before NJEA Convention
  2. The Wednesday before Thanksgiving
  3. The day prior to Christmas break
  4. The Thursday before President's Day Weekend
  5. The Thursday before Good Friday
  6. The Friday before Memorial Day weekend
- G. The part-time teachers who attend the Back to School Night and one evening conference are entitled to two (2) half (0.5) days as mutually agreed upon by the teacher and the CSA.

**ARTICLE XVIII: EXTRA-CURRICULAR SALARY GUIDES**

Except for the Teacher-in-Charge, extra-curricular stipends shall be paid for work performed separately and in addition to the teacher's instructional responsibilities beyond the school day.

Teacher-in-Charge	\$1,500
Substitute Teacher In-Charge	\$50 per day
Homebound Instruction	\$25 per hour
8 <sup>th</sup> Grade Advisor	\$500 annual
Technology Advisor	\$12 per hour (up to 500 hours/\$6,000 max)

A form will be available for teachers to apply to the Board for compensation for other extra-curricular positions. The form will be emailed to all staff members.



**ARTICLE XIX: DURATION OF AGREEMENT**

This agreement shall be 3 years in duration, from July 1, 2017 until June 30, 2020 or until a successor Agreement is negotiated.

- A. The Board agrees to salary increases in the amount of 3.0% for each year of the three year agreement as reflected in the attached salary guide. In addition, longevity payments will be exclusive of the above percentages and as reflected in Article VI.
- B. In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year noted below.

ELSINBORO BOARD OF EDUCATION

ELSINBORO EDUCATION ASSOCIATION

By: Kelly Delaney 4/10/17  
Kelly Delaney, President Date

By: Bethany Hannah 4/10/17  
Bethany Hannah, President Date

By: Rebecca Joyce 4/10/17  
Rebecca S. Joyce, Board Secretary Date

Attest: Tammy Rieger 4/10/17  
Tammy Rieger, Secretary Date

ELSINBORO 2017-18  
SALARY GUIDE

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>
1	47,464	47,964	48,364	48,764
2	48,064	48,564	48,964	49,364
3	48,664	49,164	49,564	49,964
4	49,664	50,164	50,564	50,964
5	50,779	51,279	51,679	52,079
6	51,899	52,399	52,799	53,199
7	53,014	53,514	53,914	54,314
8	54,214	54,714	55,114	55,514
9	55,369	55,869	56,269	56,669
10	56,519	57,019	57,419	57,819
11	57,639	58,139	58,539	58,939
12	58,759	59,259	59,659	60,059
13	59,874	60,374	60,774	61,174
14	60,994	61,494	61,894	62,294
15	62,109	62,609	63,009	63,409
16	63,249	63,749	64,149	64,549
17	65,079	65,579	65,979	66,379
18	66,904	67,404	67,804	68,204
19	68,734	69,234	69,634	70,034
20	70,754	71,254	71,654	72,054

ELSINBORO 2018-2019  
SALARY GUIDE

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>
1	48,681	49,181	49,581	49,981
2	49,281	49,781	50,181	50,581
3	49,881	50,381	50,781	51,181
4	50,481	50,981	51,381	51,781
5	51,596	52,096	52,496	52,896
6	52,716	53,216	53,616	54,016
7	53,831	54,331	54,731	55,131
8	55,031	55,531	55,931	56,331
9	56,186	56,686	57,086	57,486
10	57,336	57,836	58,236	58,636
11	58,456	58,956	59,356	59,756
12	59,576	60,076	60,476	60,876
13	60,691	61,191	61,591	61,991
14	61,811	62,311	62,711	63,111
15	62,926	63,426	63,826	64,226
16	64,066	64,566	64,966	65,366
17	65,896	66,396	66,796	67,196
18	67,721	68,221	68,621	69,021
19	69,551	70,051	70,451	70,851
20	71,571	72,071	72,471	72,871

ELSINBORO 2019-2020  
SALARY GUIDE

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>
1	50,097	50,597	50,997	51,397
2	50,597	51,097	51,497	51,897
3	51,197	51,697	52,097	52,497
4	51,797	52,297	52,697	53,097
5	52,397	52,897	53,297	53,697
6	53,517	54,017	54,417	54,817
7	54,632	55,132	55,532	55,932
8	55,832	56,332	56,732	57,132
9	56,987	57,487	57,887	58,287
10	58,137	58,637	59,037	59,437
11	59,257	59,757	60,157	60,557
12	60,377	60,877	61,277	61,677
13	61,492	61,992	62,392	62,792
14	62,612	63,112	63,512	63,912
15	63,727	64,227	64,627	65,027
16	64,867	65,367	65,767	66,167
17	66,697	67,197	67,597	67,997
18	68,522	69,022	69,422	69,822
19	70,352	70,852	71,252	71,652
20	72,372	72,872	73,272	73,672