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**AGREEMENT BETWEEN THE PALISADES  
PARK EDUCATION ASSOCIATION & PALISADES PARK BOARD OF EDUCATION  
2016-2019**

2016-2019

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**ARTICLE 1**  
**RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for contracted, certificated employees and regularly employed secretaries and clerical employees. "Contracted, certificated personnel" shall include the positions listed below exclusively:

- Classroom teachers
- Learning disabilities teachers, consultants, reading teachers
- Guidance counselors
- Librarians
- Psychologists
- Speech Correctionists
- Coordinators
- Substance Abuse Coordinator
- Nurses
- Social Worker
- Paid co-curricular and coaching positions, including differentials for all above-mentioned positions.
- Secretaries and Clerks
- Dean of Students
- Technology Support Specialist
- Literacy Coach

Excluded from the recognized unit shall be supervisors within the meaning of the Act, the secretaries to the Superintendent and the office manager in the Board Secretary/Business Administrator's office, part-time athletic coaches and co-curricular activity advisors who are not members of the district's regular professional staff and all other employees not included herein.

- B. Such recognition to be contingent upon presentation of signed authorization cards designating the Association as a representative for collective negotiations for terms and conditions of employment.
- C. Unless otherwise indicated, the term "teachers" when used hereinafter in the Agreement, shall refer to all professional contracted employees represented by the Association in the negotiating unit as above defined.
- D. Unless otherwise indicated, the terms "Secretaries/Clerks" when used hereinafter in the Agreement shall refer to all Secretarial/Clerical employees represented by the Association in the negotiating unit as above defined.

**ARTICLE 2**  
**RENEGOTIATION OF SUCCESSOR AGREEMENT**

A. Collective negotiations shall be entered into by the parties hereto in good faith and in accordance with Chapter 303, Public Laws of 1968, and the supplements and amendments thereto. The parties will mutually exchange proposals at their first negotiation session.

- B. The Contract shall be in writing and duly signed and executed by the Board and the Association.
- C. The Agreement shall not be modified in whole or in part by the parties hereto except by an instrument in writing duly executed by both parties.

### **ARTICLE 3**

#### **GRIEVANCE PROCEDURE**

##### **A. DEFINITIONS**

A grievance is a claim by employee or the Association that there has been a violation, misrepresentation or misapplication of this Agreement, Board policies, or administrative decisions affecting an employee, group of employees and/or the Association.

The term "grievance", however shall not apply to any matter as follows:

- (a) For which a method of review is presently prescribed by law or State Board rule having the force and effect of a law; a matter affecting a teacher that has arisen by the reason of the application of any rule or regulation of the State Commissioner of Education, or
- (b) Which is a complaint of a non-tenure teacher arising by reason of his/her not being reemployed, provided the teacher had been informed previously at a conference with the administration of the fact that he/she will not be recommended for reemployment and the reason for this action.
- (C) "Aggrieved Employee" is a person (or persons) making the claim.
- (D) "Hearing" - a meeting between the "Party in Interest" and "Aggrieved Employee" at any level.

##### **B. Purpose**

The purpose of this procedure is to secure resolutions between the Board and the Association of disputes arising over this Agreement, Board policies and administrative decisions which set terms and conditions of employment.

All parties agree that these proceeding shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, having the grievance adjusted without intervention of the Association, providing adjustment is consistent with the terms of this Agreement, Board policies, and State Laws.

##### **C. PROCEDURE**

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

In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year as soon thereafter as is practicable, such revisions to be the result of mutual agreement.

##### **D. LEVEL ONE**

Any employee who has a grievance shall discuss it first with his/her immediate superior in an attempt to resolve the matter at that level.

E. LEVEL TWO

If the matter is not resolved to the satisfaction of the "aggrieved" employee, he/she shall set forth his/her complaint in writing to his/her principal. The principal shall communicate his/her decision to the "aggrieved" in writing within seven (7) school days of receipt of the written complaint.

F. LEVEL THREE

If the grievance is not resolved to the "aggrieved's" satisfaction, he/she may appeal the principal's decision to the Superintendent of Schools within seven (7) school days. The appeal to the Superintendent must be in writing and must set forth the grounds upon which the grievance is based. The Superintendent will attempt to resolve the matter as expeditiously as possible. Within a period of not more than seven (7) days of receipt of the written complaint, the Superintendent shall communicate his/her decision in writing, along with supporting reasons to the "aggrieved".

G. LEVEL FOUR

If the grievance has not been settled after reaching the Superintendent of Schools, the matter may be referred in writing to the Palisades Park Education Association for consideration within a period of seven (7) days of receipt of the Superintendent's reply. The PPEA will make a determination within seven (7) school days of receipt of the written complaint, and promptly notify the "aggrieved" in writing of that determination.

H. LEVEL FIVE

If the PPEA determines that the grievance has or may have merit, it shall recommend that the grievance be presented in writing to the Board of Education within a period of seven (7) school days of receipt of the written complaint. The Board of Education shall consider the grievance and render a decision in writing within a period of five (5) school days after the next regularly scheduled Board meeting.

I. LEVEL SIX

If the Board of Education determines that the grievance is without merit, it will advise the "aggrieved" and duplicate copies shall be sent to the Superintendent of the Schools and the PPEA within ten (10) school days of the decision.

J. LEVEL SEVEN

If the matter is not resolved to the satisfaction of the "aggrieved" employee, he/she may request binding arbitration which shall be conducted by one of the panel of arbitrators which shall be selected by the Board of Education at the inception of this Agreement, after consultation with the PPEA (cost to be paid equally). Said panel of arbitrators shall be selected by the Board of Education, after consultation with the PPEA, upon execution of this Agreement and said panel shall serve throughout the term of this Agreement. This appeal to be made with thirty (30) school days of Board's decision. The decision rendered by this arbitrator(s) is final and binding.

K. LEVEL EIGHT

Any party involved may appeal to the Commissioner of Education, State Board of Education, or Courts of Law.

NOTES

#1. In Levels Four through Six, all correspondence described to be sent Certified Mail with Return Receipt Requested or if transmitted otherwise, a receipt of transmittal is required.

#2. Because of special/personal circumstances of the parties in interest, it may on rare occasions, be proper to present a grievance to the next higher level on the line of the procedure so long as the level deleted is informed of the action in writing and the rationale.

L. MISCELLANEOUS

1. Any party may be advised or represented at all stages, including hearings, of the grievance procedure by himself/herself or at his/her option by a representative,
2. No reprisals of any kind shall be taken by the Association, Board or administration either individually or collectively against any party in interest, or any involved individual in the grievance procedure by reason of such participation.
3. In the event that the PPEA decides that it is professionally unable or unwilling to consider an appeal, it will be the privilege of the appellant to appeal to the Board of Education, assuming that he/she proceeded from Levels One to Four.
4. All document, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. Format for filing grievances will be uniform and will be planned cooperatively by the administration and the Association.
6. To be considered, a grievance must be initiated by the "aggrieved" with in thirty (30) school days of its alleged occurrence, or thirty (30) school days within which the "aggrieved" knows or should have known of the event or action upon which the alleged grievance is based.

**ARTICLE 4**

**RESPONSIBILITIES OF THE BOARD OF EDUCATION**

The Association recognizes and agrees that the Board on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself consistent with this Agreement, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey and the rulings of the Commissioner of Education. This includes, but is not limited to, the rights of the Board to plan, manage and control actions of the school system and its properties and facilities and the activities of its employees, to hire employees and, subject to the provisions of law and this Agreement to determine their qualifications and the conditions for their continued employment or their dismissal or demotion subject to grievance procedure and to promote and transfer, consistent with this Agreement, all such employees and to establish grades and courses of instruction including special programs and to provide for athletic, recreation and social events for students as deemed advisable and necessary by the Board.

**ARTICLE 5**

**EMPLOYEE RIGHTS and PRIVILEGES**

- A. Pursuant to Chapter 303, Public Laws of 1968, and Chapter 123, Public Laws of 1974, the Board hereby recognizes that every employee in the unit of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, and Chapter 123, or any other laws of New Jersey or the Constitutions of New Jersey or the United States; and that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievances, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws or regulations.

- C.
  - 1. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional opportunity without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
  - 2. Any question or criticism by a supervisor or administrator of a teacher and his/her instructional methodology or another unit employee shall be made in confidence and not in the presence of students, parents, or public gatherings.
- D. 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 other increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of his/her choice present to advise him/her and represent him/her during such meeting or interview.
- E. No employee shall be prevented from wearing reasonably sized pins or other reasonable identification of membership in the Association or its affiliates.
- F. No employee shall be denied the right to attend Association meetings after working hours nor shall the Board encourage any employee to engage in conflicting activities on days of regularly scheduled Association meetings unless such activities can only be accomplished on such days.
- G. The Board agrees to furnish to the Association such information as it may reasonably require to carry out its obligations to fairly represent all unit members during the negotiations process and in the investigation and processing of grievances.
- H. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay.
- I. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other employee representative organizations.
- J. The Association president shall be given release time for one period per day/two days per week for Association business, subject to the Board's ability to schedule this time and every effort will be made to avoid any interference with this employee's regular schedule.
- K. The Board shall allow one (1) secretary designated by the Association to leave their workstations at three (3) o'clock once each month to attend the Association Representative Meeting.

## ARTICLE 6

### INSURANCE PROTECTION

- A. HEALTH CARE INSURANCE
  - 1. The board shall provide the health care insurance protection designated below: The Board shall pay the full premium for each eligible employee and where appropriate, the cost for family plan coverage. Any employee hired subsequent to Dec. 31st, 2010 shall be entitled to receive single coverage only for the first three years of their employment in the district. Upon completion of the 3 years plus one day, said employee shall be entitled to receive family, husband/wife or parent/child coverage. If the employee chooses to buy additional coverage beyond single coverage, they may elect to do so with additional costs to be paid by the employee.
  - 2. Provision of the health care insurance program shall be detailed in master

policies and shall include coverage equal to health benefits for New Jersey public and school employees described by the New Jersey Division of Pensions including Basic Plan and Major Medical Insurance (note Basic Plan) consists of Blue Cross/Blue Shield and extended basic benefits also known as Rider J benefits.

3. The board will pay the total of the premium for each faculty member or secretary's Horizon Blue Cross/Blue Shield NJ Direct 10. Each faculty member will pay the 1.5% mandated by current state law, toward the cost of his/her Horizon Blue Cross/Blue Shield NJ Direct 10.
4. The Board of Education will provide a financial incentive to employees wishing to waive health insurance coverage. This cash incentive will be available to employees who can prove they have other health insurance coverage available. The waiver incentive will be paid in two installments per year. Employees waiving coverage may re-enroll during the annual open enrollment period only. However, should a life status change occur resulting in the loss of other health insurance coverage, the employee will be permitted to re-enroll immediately with a prorated amount of the cash incentive paid to be refunded to the Board of Education. The Board of Education would be required to set up a Section 125 Premium Waiver Document to be in compliance with IRS regulations. The financial incentive amount will be mandated by current state law.

B. DENTAL INSURANCE

1. The Board shall pay 100% of the premium cost for dental coverage for each employee and where appropriate 100% of the cost for family plan coverage. Enhance the Delta Dental Calendar Year Maximum from \$1,000 to \$1,250. Orthodontics to 100% and \$2,000 Lifetime Maximum.
2. In the event the dental carrier is changed, the new carrier shall provide equal to or better coverage.

C. VISION CARE PLAN

1. The Board shall pay 100% of the premium cost for Vision Care Plan mutually agreed upon for each employee and where appropriate, for family plan coverage.
2. In the event the vision care plan carrier is changed, the new carrier shall provide equal to or better coverage.

D. PRESCRIPTION PLAN

1. The Board shall pay 100% of the premium cost for a mutually agreed upon employee and, where applicable, family prescription plan.
2. In the event the prescription plan carrier is changed, the new carrier shall provide equal to or better coverage.
3. Each employee will be responsible for a co-payment. A

\$15.00 co-payment will be charged employees for name brand drugs. A \$10.00 co-payment will be charged employees for generic drugs. A \$5.00 co-payment will be charged the employee for each mail order prescription.

E. INSURANCE PLAN(S) OPT-OUT

1. Opt-out will be qualified under IRS Code Section 125, to be paid as a stipend at the end of each year. The employee could reenter the program at anytime with the "change of life" event; such as, as spouse's loss of coverage, death, divorce, etc., as per IRS Code Section 125. The opt-out amount will be mandated by current State law. Other than a "change of life" event, re-enrollment may occur annually at the option of the individual during the open enrollment period.



- F. The Board agrees to allow employees to use the Automatic Pay-Roll deduction (A.P.D.) for disability insurance premium deductions.

**ARTICLE 7**

**DUES DEDUCTIONS FROM SALARY**

- A. The Board agrees to deduct from the salaries of its employees dues for the Palisades Park Education Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Associations, or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A.O 52:14-15.9e) and under rules established by the State Board of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Palisades Park Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing in the form set forth below:

**AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
School Building \_\_\_\_\_ District \_\_\_\_\_  
TO: Disbursing Officer \_\_\_\_\_ Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deduction only if I file such notice of withdrawal as of January 1, next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct an remaining amount due for that current school year, I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the governing board and all of its officers from any liability thereof.

**DEDUCTIONS FROM SALARY**

- A. I designate the Palisades Park Education Association to receive dues and distribute according to the organizations indicated in UniServ.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association, which shall change the rate of its membership dues, shall give the Board written notice prior to the effective date of such change.
- C. Additional authorizations for dues deduction may be received after August 1, under rules established by the State Board of Education.
- D. The filing of notice of an employee's withdrawal shall be prior to December 1, and become effective to halt deductions as of January 1, next succeeding the date on which notice of withdrawal is filed.
- E. Representation Fee

1. Purpose of Fee:

If an 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 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 employee's per capita cost of services rendered by the Association as majority representative.

2. Amount of Fee/Notification:

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 non-members will equal 85% of all the inclusive yearly regular membership dues (NEA, NJEA, BCEA and PPEA).

3. Deductions and Transmission of Fee:

A. 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 Association shall notify the board of education as to the names of those employees who are required to pay the representation fee.

B. Payroll Deduction Schedule:

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

C. 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 the 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 the Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the 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 in Paragraph 1 above and/of the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the board received 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, 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 transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

## ARTICLE 8

### EMPLOYMENT AND SALARIES

- A. The Board agrees to hire only teachers holding certificates issued by the New Jersey State Board of Examiners for appropriate teaching assignments, except in the case of emergencies as determined by the State Board of Examiners and with the County Superintendent's approval.
- B.           1.       Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of each school year in accordance with Paragraph 2 below.
2.       Credit up to the highest step of any salary level on the Teacher Salary Schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule "A".
- C. Teachers with previous teaching experience in the Palisades Park School District may upon returning to the system, receive full credit on the salary schedule for all outside teaching experience, military experience or alternative civilian service required by the Selective Service System, Peace Corps, VISTA or National Teacher Training Corps work up to the maximum set forth in Section B above. Teachers who have not been engaged in other teaching or other activities indicated shall upon returning to the system be restored to the next position on the salary schedule.
- D. Teachers shall be notified of their contract status for the ensuing year according to state statute, as of May 15<sup>th</sup> and no later.
- E. The salaries of all teachers covered by this Agreement are set forth in Schedule "A-1" which is attached hereto and made a part hereof. The salaries of secretaries/clerks are set forth in Schedule "B-1". Salaries for new secretaries/clerks hired after July 1, 1985 are set forth in Schedule "B-2".
- F. Employees will be paid in equal semi-monthly installments for the term of their contract. Such installments are to be received on the 15th and 30th.
- G. When a payday falls on or during the school holiday, vacation or weekend, employees shall receive their paycheck on the last previous working day.
- H. Teachers shall receive their final checks on the last working day in June providing all obligations of the teacher are met.
- I.           1.       Bachelor's Degree Column:
- a.       Possession of bachelor's degree/and or teacher's certificate.
2.       Master's Degree Column:
- a. Possession of an earned master's degree.
3.       Six-Year Level:
- a. Possession of a master's degree plus one of the following: a second earned master's degree, or
- b. Possession of 32 graduate credits and matriculation in a doctoral program, or
- c. A specialist in education degree, or
- d. Possession of a professional diploma, or
- e. Accumulation of 32 graduate credits in addition to a master's degree, these credits to be spread as follows:
- a. At least 20 graduate credits in one field or concentration

- b. The remaining 12 credits to be graduate credits in electives.
- c. These credits to be earned in not more than three institutions having graduate divisions.

**CRITERIA FOR PLACEMENT ON PLUS 15 COLUMN:**

- 1. All credits must be verified by official transcripts from the granting college or university.
- 2. 15 credits must be as part of a graduate degree program with matriculation status.
- 3. Such credits are eligible for this column only if taken by September 1, 1967 or thereafter. Any previously taken credits are not eligible for such inclusion.

NOTE: No one shall be placed on the six-year level without first possessing a bachelor's and master's degree.

Teachers qualifying under 1.2 and 1.3 above and plus 15 status during the school year shall receive the adjusted salary, consistent with the salary guide on either September 1st, or February 28<sup>th</sup> following completion of the credits. Such adjustment will coincide with the notification date from the university.

All credits must be certified by the granting institution and submitted to the Superintendent of Schools for acceptance.

J. Employees may elect to have a specified dollar amount of their monthly salary deducted from their pay. Such request shall be made to the Business Office by June 15. Requests once made and signed are binding and cannot be revoked until the end of the fiscal year (the following June).

(The provisions of the Article are only to take effect if one third or more of the membership of the Association indicates by formal written request that they desire such deductions and payment made.)

Funds to be deposited in the duly recognized Credit Union bimonthly.

K. Extra-curricular activities shall be compensated according to Schedule "C."

L. Attendance Incentive Awards

1. Perfect Attendance

A. If an employee has 100% attendance September 1st through January 31<sup>st</sup>, or from February 1<sup>st</sup> through the end of the school year, he/she will receive \$300.00 for each semester. Field trip assignments and professional visitations, and 2 bereavement days will not be counted as absences.

B. Employees having 100% attendance during the school calendar year (September accumulated through June) will receive \$600.00 in lieu of part A (as stated above).

2. Any teacher, after ten (10) years of service in the Palisades Park School District, upon retirement, shall receive their final year's per diem rate for each unused sick day to a max of \$60,000 (sixty thousand). Notification should be given by Dec. 31st of the preceding year for retirement effective June 30th of the subsequent year. Any teacher who decides to retire during a specific school year must give no less than 90 days notice of their intention. The Superintendent has the discretion to shorten that 90-day period when he/she deems appropriate.

Formula for unused sick leave:

The first 150 unused days at the per diem rate of the final year are credited to the teacher. The next 100 unused days are credited to the Board of Education. There is no monetary reimbursement for the next 100 hundred unused days. Any remaining sick days above the next one hundred are credited to the teacher. The maximum amount to be paid to the teacher shall not exceed \$60,000 (sixty thousand).

The payments for unused sick days shall be paid in 6 equal increments. The total payment equally divided

and distributed over a (6) three-year period of time with the first annual payment commencing January of the subsequent calendar year of retirement.

L.3 Any teacher, with less than ten years of completed service in Palisades Park School District as of March 18, 2015, upon retirement, shall receive their final year's per diem rate for each unused sick day to max of \$15,000 (fifteen thousand). Notification should be given by Dec. 31<sup>st</sup> of the preceding year for retirement effective June 30<sup>th</sup> of the subsequent year. Any teacher who decides to retire during a specific school year must give no less than 90 days notice of their intention. The Superintendent has the discretion to shorten than 90-day period when he/she deems appropriate.

Formula for unused sick leave:

The first 150 unused days at the per diem rate of the final year are credited to the teacher. The next 100 unused days are credited to the Board of Education. There is no monetary reimbursement for the next 100 unused days. Any remaining sick days above the next one hundred are credited to the teacher. The maximum amount to be paid to the teacher shall not exceed \$15,000 (fifteen thousand).

The payment for unused sick days shall be paid in 3 equal increments. The total payment equally divided and distributed over a (3) three-year period of time with the first annual payment commencing January of the subsequent calendar year of retirement.

The employee may elect to have the money placed in a 403B or 457 Plan(s).

3. In the event of the recipient's death prior to the issuance of the final payment, the recipient's beneficiary and/or estate will be entitled to the remainder of the agreement as per the agreed upon schedule.

#### **ARTICLE 9 PERSONNEL RECORDS**

##### **A. FILE**

An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at Board expense of any documents contained therein. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review.

##### **B. DEROGATORY MATERIAL**

No material derogatory to an employee's conduct, service, character or personality, or any material, which could have an adverse effect on an employees' status, shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

##### **C. NO SEPARATE FILE**

The Board shall not establish any separate personnel file, which is not available for the employee's inspection other than those files containing academic and prior employment references.

##### **D. TERMINATION OF EMPLOYMENT**

Final evaluation of an employee upon termination of his/her employment shall be conducted prior to any recommendation for severance and no documents and/or other material shall be placed in his/her personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this Article.

## ARTICLE 10

### LEAVE PROVISIONS - TEACHERS

#### A. SICK LEAVE

1. All teachers employed are entitled to eleven (11) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. A teacher who has used the current personal illness leave days, upon request and the recommendation of the Superintendent and the approval of the Medical Director, may receive one (1) additional day for each year of service as regularly appointed teacher in the Palisades Park Public Schools. These additional days shall be called "permissive personal illness leave" and shall not be cumulative, and shall not be granted more than once. These days will only be granted in the event of a debilitating illness. Eligibility requirements would include but are not limited to the following debilitating illnesses: cancer, AIDS, stroke, organ transplant, heart attack, heart bypass, serious accident, etc. Individual days of absence not requiring a leave of absence may not be applied against permissive leave. Requests for permissive leave should be submitted to the Superintendent prior to the expiration of the employee's sick bank. This leave would be granted contingent upon a satisfactory attendance record.

3. Non-accumulative additional sick leave benefits may be allowed at the discretion of the Board.

4. The procedure to be followed for illness requiring a leave of absence is as follows:

- A. Principal should send leave form, Certified Mail, Return Receipt Requested, on the sixth (6th) absence within a thirty (30) calendar day's period. This form may be picked up personally by the employee.
- B. Employee who has received a sick leave form must return this form completed by a physician and employee Certified Mail, Return Receipt Requested, within twelve (12) working days from its receipt.
- C. If completed personal leave of absence form is not received within the twelve (12) working days period, then the principal, department head or superior should send a certified letter indicating failure to comply.
- D. If no response to letter per paragraph C, above, is received within five (5) working days, paycheck may be withheld pending disposition of illness leave.
- E. A list of accumulated sick leave of each employee covered by this Agreement shall be forwarded by the Board Secretary to said employee by October 31st of the school year.

#### B. TEMPORARY LEAVES

##### 1. **Personal Business**

Emergencies or items of personal nature shall be fully compensated up to three (3) days, with the prior approval of the Superintendent of Schools. The personal business days shall be allowed without reason subject to the following conditions:

- a. No more than a total of five (5) individuals may receive approval for personal days without reason on any one (1) day. No more than three (3) of same shall be taken by classroom teachers.
- b. Five (5) school days notice shall be required to take a personal day except in cases of extenuating circumstances, in which event the Superintendent or his/her designee shall have the sole authority to grant the day without five (5) days prior notice. Under these circumstances a reason must be stated.
- c. All three (3) personal leave days shall be added to the teachers' accumulated sick leave bank each year

if not used for personal business during said school year.

## **2. Leave of Absence for Personal Business**

Leave of absence for personal business may be granted by the School District for such periods as the School District may decide, said period may not exceed one (1) year. Teachers on such leave may request extension of such leave for good and valid cause. Those to whom such leave is granted shall suffer loss of pay and must state, in writing, that they will not accept another position as administrator, supervisor, or teacher during that period.

## **3. Improvement in Job Performance**

Visiting days in other school systems and attendance at educational conferences will be granted employees at the discretion of the Superintendent of Schools when such visitation promises to contribute to improve job performance. These days shall be deemed Professional days and not be deducted from illness, or personal leave categories.

## **4. Legal Proceedings**

Time will not be deducted from the teacher's illness, or personal leave categories under the following circumstances:

- a. Time necessary for appearances in any legal proceeding connected with the teachers' employment or with the school system.
- b. Any other legal proceeding if the teacher is required by law to attend.
- c. Jury Duty- Either as a Grand, or Petit Juror.

## **5. Death in Immediate Family or Household**

A leave of absence, because of the death of a member of the immediate family, shall, at the discretion of the Superintendent be granted up to five (5) days with full pay. For purposes of definition regarding absence provisions, the immediate family includes: mother, father, mother-in-law, father-in-law, sister, brother, husband, wife, children, step-children, domestic partner, grandchildren, grandparents or any relative whose actual household at the time is also the household of the absentee. The days must be taken up to or within 10 days of the household member's death, except at the discretion of the Superintendent for special or extenuating circumstances.

## **6. Death of a Relative**

In case of the death of a relative not included in the above section, a teacher shall be excused for two (2) days with full pay at the discretion of the Superintendent.

## **7. Absence Prior to or Following School Vacations**

Except in the case of personal emergency, personal business leave days may not be taken on:

- a. The first or last week of the school year
- b. The day before or after a school holiday
- c. The day prior to or immediately following a vacation period within the school year.

## **8. Other Absence With Pay**

Absence with pay will be granted to person called to temporary active duty (limited three (3) months) or any unit of the United States Military Reserves or State National Guards, provided such obligations cannot be fulfilled when school is not in session.

## C. EXTENDED LEAVES OF ABSENCE

### 1. Prolonged Illness

A leave of absence not exceeding one (1) year may be granted employees whose prolonged illness has exhausted accumulated personal illness leave and the permissive personal leave. This leave may be granted with or without pay minus the cost of a substitute upon the recommendation of the Superintendent of Schools and Board of Education.

### 2. Military Service

Any regular employee who may be conscripted into the defense forces of the United States for service or training shall make application in writing to the Superintendent of Schools for a leave of absence without pay. Employees shall be reinstated to his/her position in the school system with full credit, including the annual increment under the salary schedule upon written request. Such application for reinstatement shall be made within a reasonable period of time after discharge or release from military service, and not later than ninety (90) days from the date of said release or discharge. While the employee is on said leave, it is mandatory that the Board of Education maintains his/her annual contribution to the New Jersey Teachers' Pension & Annuity fund or the State Public Employees' Retirement System.

### 3. Other Leaves of Absence Without Pay

A leave of absence without pay of up to two (2) years may be granted to any teacher who joins the Peace corps, VISTA, National Teacher Corps, or is a full-time participant in either of such programs, and shall be granted to a teacher who accepts a Fulbright Scholarship, or a scholarship of similar nature, or any other self-paid educational improvement.

### 4. Maternity Leave/Paternity Leave

a. The Board shall grant leaves of absence without pay for medical reason associated with pregnancy and birth to pregnant teachers on the same terms and conditions governing leaves of absence for other illness or medical disabilities.

b. It is recognized that a teacher's maternity leave application involves both a disability phase and a childcare phase. The disability phase is that period of time, both prenatal and postnatal, during which a physician certifies inability to work. The childcare phase is that period of time selected by the teacher; which follows the disability phase during which time the teacher voluntarily suspends her teaching career to care for the newborn child. The childcare leave shall also be available to an adoptive parent or the father of a newborn infant without pay.

### 5. Disability Leave

Any tenured or non-tenured teacher seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board of Education in writing. At the time of application, the teacher shall specify in writing, the date on which she wishes to commence leave and the date on which she wishes to return to work after the birth. The Board may require any teacher to produce a certificate from a physician in support of the requested leave dates. (Where medical opinion is supportive of the leave dates requested, such request shall be granted by the Board.) It is understood that the disability period as certified by the teacher's physician shall be treated as compensable sick leave time at the option of the teacher.

### 6. Family Leave Act

Under the New Jersey Family Leave Act, N.J.S.A. 34:11B-1, et seq., employees shall have a statutory entitlement to 12 weeks of family leave in any 24 month period. Employees seeking leave under the Family Leave Act for the purpose of caring for a newborn or adopted child can request the leave to begin at anytime within a year after the date of birth or placement for adoption without pay.



7. **Child Care Leave**

Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured teacher shall be granted, at his/her discretion, a leave for (1) the balance of the school year in which the birth or adoption occurred, or (2) the balance of the school year in which the birth or adoption occurred and the entire following two school years. Any further extension of childcare leave shall be discretionary with the Board of Education. The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained. This leave is without pay.

8. A teacher returning from pregnancy leave of absence shall be entitled to all benefits to which a teacher returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure or to offer a new contract for a new school year to any non-tenured employee who would not have been otherwise offered such a contract.

9. No tenured or non-tenured teacher shall be barred from returning to work after the birth of her child solely on the ground that there has not been a stated or prescribed lapse of time between that birth and her desired date of return except as is provided herein. Nothing contained in this article shall be construed to preclude the Board from requiring any teacher, after the birth of her child, to produce a certificate from her physician showing that she is physically capable of resuming her duties.

D. **SABBATICAL LEAVE POLICY 1. General**

- a. Leave will not be granted for the purpose of engaging in a gainful occupation or for the purposes of studying for a trade or another profession.
- b. When formal college credit has been granted during the leave, the presentation of an official transcript will be required by the Superintendent.
- c. When leaves have been granted for any other purpose, written reports planned in consultation with the Superintendent will be required.

2. **Limited Applications**

A maximum of 2 teachers may be on a Sabbatical Leave at any one time. Consideration of Sabbatical Leave will be given only after formal application is made by the qualified teacher and after a review of staff requirements has been completed for the year in question. Each applicant must appear before the Board and explain his/her plans and the reasons for the request. Applications for leaves during the Fall semester or during the full year must be in the Superintendent's office not later than the first school day of the preceding March. Application for leaves during the second semester must be in the Superintendent's office not later than the first school day of the preceding September. Final decision to be made by the Board upon recommendation of the Superintendent.

3. **Pay**

Sabbatical leave shall be granted for a period of up to one (1) year at half salary for the time involved.

4. Teachers shall become eligible for Sabbatical Leave when they have completed not less than ten (10) years of consecutive service in the Palisades Park School System. First consideration will be given to those Sabbatical Leave plans, which involve greatest self-improvement and greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves. All teachers applying for Sabbatical Leave in any one year may not be granted leave in that particular year, but may be granted leave in the following year or years.

5. **Return from Sabbatical Leave**

A condition to the acceptance of Sabbatical Leave shall be the agreement on the part of the applicant to return to the Palisades Park Schools for at least two (2) years of service after the conclusion of the Sabbatical Leave. Such condition to be accepted in writing.

6. Sabbatical Leave shall not be cumulative.
7. If either the Board or the Superintendent, or the Association is convinced that a teacher is not fulfilling the purpose for which the Sabbatical Leave was granted, that agency shall report this in writing through the Superintendent to the Board. The Board may terminate that Sabbatical Leave as of the date of its abuse after giving the teacher an opportunity to be heard by the Board. In the event that the allegations are true the Board and the teacher concerned shall arrive at a mutual agreement, which might include the teacher's resignation and refunding of accepted Sabbatical Leave salary.

E. STATUS UPON RETURN FROM LEAVES

1. Upon return from leave granted as described from this Article not including Prolonged Illness Leave, Maternity Leave, or Child Rearing Leave, a teacher shall be considered as if he/she were actively employed by the Board during the leave, and shall be placed on the salary schedule at the level he/she would have achieved if he/she would have been present. Leaves that shall be included are: Section 2, Military Service, Section 3, Other Leaves Without Pay and D, Sabbatical Leave.
2. Under no circumstances will time spent on any such leaves described in Sections A. B. C. and D, count toward fulfillment of the time requirements for acquiring tenure.
3. All unused accumulative sick leave credits toward Sabbatical Leave eligibility shall be credited to any teacher upon his/her return from any of the leaves described in Section C and D.

**ARTICLE 11**

**TEACHER WORK YEAR and GENERAL SCHOOL CALENDAR**

- A. The teacher work year shall not exceed 185 days.
  1. One day to be dedicated as a Professional Development day.
- B. A committee shall be established consisting of:
  1. Two Board members
  2. Superintendent or his/her designee
  3. Three teachers selected by the Association with the provision that each school is represented.
- C. The General School Calendar to be defined as the establishing of the dates school opens and closes, and dates for recesses and holidays. The committee, however, shall not in any way interfere with the establishing of weekly or monthly calendars of events by building administrators and the Superintendent (e.g. examination schedules, field trips, assemblies, etc.). Its recommendations shall not be binding on the Board.

**ARTICLE 12**

**PROFESSIONAL TEACHER ASSIGNMENTS AND PROMOTIONAL PROCEDURES**

- A.
  1. All teacher assignments are the result of the professional judgments and decisions of the building administrators and Superintendent. The Board and the Association recognize that this is a Board delegated duty only to professional administrators and a function to be maintained only by persons properly certified for administrative and supervisory positions and contracted by the Board.
  2. All teachers shall be given tentative notice of their class and/or subject assignments for the forthcoming

year not later than the last week of school.

3. In the event that changes in such class and/or subject assignments are revised after the last week of school, the teacher affected shall be informed as soon as possible.

B. Teachers who desire a change in grade and/or subject assignment or who desire a transfer to another building may file a written statement of such desire with the principal and Superintendent. Such statement shall include the grade and/or subject to which he/she desires to be transferred, in order of preference. Also a statement explaining why the change is requested and his/her qualification.

C. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including but not limited to positions as:

Superintendent Principals Vice-Principals Director of Instruction Supervisors of Instruction

All vacancies in promotional positions shall be adequately publicized by the Superintendent.

1. When school is in session, a notice will be circulated to all teachers, ordinarily at least thirty (30) days before the final date when applications must be submitted and in no event less than fourteen (14) days before such date. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

2. Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the position(s) and supporting qualifications for the position for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall try to notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily at least fifteen (15) days before the final date when applications must be submitted and in no event less than seven (7) days before such date. In addition, the Superintendent shall, within the same period, post a list of promotional positions to be filled during the summer periods at the central administrative office.

3. The Association shall be notified of all postings. In the event a position becomes available during the summer period the Association President shall be notified through the mails at their home address. It will then be the responsibility to notify Association members.

D. Extra-Curricular Guide

1. Positions on the Extra-Curricular Guide-Sports and Extra-Curricular Guide-Non-Athletic, requiring extra compensation shall be posted yearly.

2. In positions set forth in Section C and D, the qualifications for the position, its duties, and the rate of compensation shall be set forth.

### ARTICLE 13

#### TEACHING LOAD AND TEACHING HOURS

A. The teacher workday shall be seven (7) hours.

1. Teachers shall be scheduled for lunch period free from assigned duties.

2. Teachers will have one preparation period daily for a total of five (5) preparation periods per week,

3. Teachers should schedule all personal matters so that there should be no requests for special permission

to leave early or arrive late. Naturally, certain situations may occur because of special situations such as transportation problems caused by mechanical failure or inclement weather.

4. Length of school days applies to all days other than those stipulated as variations, e.g., meeting days, days scheduled with other dismissal times on the school calendar.

5. When a teacher's class is divided into other classes due to a lack of substitutes, the teachers who instruct those students shall receive compensation time of fifteen (15) minutes for each occurrence. No more than four (4) teachers may use their compensation time on the same day with approval of the building principal.

B. Early Childhood Center teachers shall provide extra help or have common planning time from 8:00-8:25. Extra help will also be provided from 2:45-3:00. Lindbergh School teachers will be available for extra help from 8:10-8:25 and from 2:45-3:00 (when not on duty). High School teachers shall provide extra help from 2:35-3:00.

C. It is the professional obligation of all teachers to provide extra help.

D. High School teachers involved in the 4-day rotating schedule will be assigned to no more than five (5) teaching periods per day in one (1) semester. Teaching periods shall not exceed ten (10) teaching periods in a year. Teachers shall have one (1) duty free lunch period for a minimum of 30 minutes per day. Teachers shall have one (1) duty free preparation period. Teachers shall have one (1) duty period. Course preparation shall be limited to three (3) per semester. If the number of course preparations exceeds three (3), the teacher shall not have a duty period in a given semester. Based on enrollment, student needs and/or staffing, it may be necessary for a teacher to teach an extra period. Should this be the case, the teacher will be compensated according to the schedule presented in section G of this Article.

D.1. If a teacher is scheduled a 'zero' period class as part of their contractual class load they will be given compensation time equal to ONE BLOCK period for use at the end of the school day, for each 'zero' class period taught. A record of accumulated compensation time will be kept to be used at the teacher's discretion with building administrative approval. Any teacher teaching a 'zero' period class shall have only one afternoon class scheduled in their four day-day teaching load. Shall it be necessary to have a 'zero' period teacher instruct two afternoon classes, these two afternoon classes shall be scheduled in consecutive periods.

E. Scheduled faculty meetings will be held on Wednesdays, with the first Wednesday set aside for Superintendent's meetings, second Wednesday for Principal's meetings, third Wednesday open for possible staff development, and fourth Wednesday for a monthly Association meeting. These meetings will generally encompass not more than fifty (50) minutes from the last student dismissal time.

1. Emergency meetings relating to specific instructional problems or a general operational problem will be called as needed.

2. Lengthy faculty meetings in the area of staff development workshops, Middle States Committee work, etc. will be scheduled either on Wednesday or will require early dismissal,

F.

1. All faculty will attend Back to School Night and two additional evening parent conferences, and a fourth Open House night session, not to exceed two hours in duration. One evening conference after distribution of report cards following the 1st marking period and final evening conference after distribution of report cards following the 3rd marking period with dates to be determined. The fourth evening session to be mutually agreed upon date. In compensation, teachers will be released for four (4) half-day sessions to be mutually agreed upon. Back to School Night will fulfill one half-day session.

G. Teaching An Additional Class

1. Junior-Senior High School teachers may volunteer to teach an additional class prior to, during, or after the normal (8 am to 3 pm) school day. The teacher(s) will be monetarily compensated as follows:

55 minute classes

90 day course 2016-2017- \$3,981, 2017-2018- \$3,981, 2018-2019- \$3,981

180 day course 2016-2017- \$7,962, 2017-2018 \$7,962, 2018-2019- \$7,962

H. Assessing Wages for Tardiness

It shall be the responsibility of the Board Secretary/School Business Administrator to assess the following penalties when a teaching staff member fails to render or only partially renders services for which the Board has contracted:

1. The accumulation of six (6) latenesses within any one school year will result in a \$75.00 assessment. Latenesses may be excused for extenuating circumstances at the discretion of the administrator in charge of the appropriate building.

2. Each accumulation of an additional three (3) lateness days will result in an additional \$75.00 assessment.

I. Mentor Teacher/Provisional Teacher Program

1. Participation as a mentor in the Beginning Teacher Induction Program shall be voluntary. Teachers shall be polled prior to any school year for willingness to participate in the Program. In the event there are no volunteers the Superintendent shall assign on a rotating basis a teaching staff member to fulfill this assignment. A teacher's participation in the program as a mentor shall be in addition to that teacher's regular teaching duties. Each mentor and mentoree shall have concurrent preparations periods where feasible. A teacher serving as a mentor shall receive the fees associated with training through the Beginning Teacher Induction Program as established by the New Jersey Department of Education. Monetary compensation for the mentor will be determined by the full amount of compensation provided by the State Board of Education.

J. Coordinators coordinate departments and initiate/implement programs. Duties are specific to the respective schools and departments.

A coordinator at the Jr./Sr. High School will teach five (5) classes per semester in order to receive the coordinator stipend. If he/she teaches 4 classes, he/she will receive one (1) period during the day, other than his/her preparation period, to complete the coordinator duties, but will not receive a stipend.

A coordinator at Lindbergh/ECC will teach six (6) classes in order to receive the coordinator stipend. If he/she teaches five (5) classes, he/she will receive one (1) period during the day, other than his/her preparation period, to complete his/her coordinator duties, but will not receive a stipend.

An employee who works in a coordinator/ Dean of Students/ Scheduling/ Curriculum position but does not receive a stipend, will be paid the contractual hourly rate for any work that is done after 3 p.m. and or during the summer.

High School Coordinator Positions:

Fine Arts Coordinator

Special Education/I&RS/Home Instruction Coordinator

ESL/World Language Coordinator

English/Social Studies Coordinator

Science/Math Coordinator

Lindbergh School Coordinator Positions:

ESI/Bilingual/World Language Coordinator (also District Wide responsibilities)

BSI/I&RS/Title I/NCLB Coordinator

The following positions will be posted separately on the co-curricular guide, as they are not positions that require coordination of a department/s. However, the employee for any of these positions will be required to follow the afore mentioned requirements for the respective schools if he/she wants to receive the stipend.

Dean of Students

Scheduling

Curriculum

#### ARTICLE 14

##### TEACHER EVALUATION

###### A. PROCEDURE

###### 1. Frequency

a. Teachers shall be observed through classroom visitation at

least three (3) times in each school year if a non-tenured and at least one (1) time in each school year if a tenured teacher, to be followed in each instance by an observation report and by a conference between the teacher and his/her immediate supervisor.

b. No more than one (1) observation/classroom visitation required under (a.) above shall occur on the same day. No required observation/classroom visitation shall occur prior to the completion of the evaluation conference following the previous observation/classroom visitation.

B. All teachers are to be observed and evaluated by properly certified and contracted personnel by dates specified according to state statute.

#### ARTICLE 15

##### TUITION REIMBURSEMENT

A. In order to provide teachers with an opportunity to enhance their professional education, the Board of Education shall implement the following Tuition Reimbursement Program. In order to be eligible, teachers must comply with each of the listed criteria:

1. Enrollment in a matriculated graduate degree program at an accredited college or university.

2. No courses prior to employment will be reimbursed.

3. Tuition reimbursement will be made after a transcript is provide to the Board of Education showing that the teacher has paid for the course and successfully completed the course with a "B" grade or better. All requests for payment must be made prior to the May regular meeting each year; payment will be made in June (For the spring semester courses, proof of payment will suffice for approval purposes and payment will be made in June if the teacher provides adequate transcripts.)

4. The distribution per teacher shall be based proportionally by the number of credits taken.

5. The maximum funds to be expended by the Board of Education shall be, per annum,

as follows:

2016-2017: \$17,222.

2017-2018: \$17,222.

2018-2019: \$17,222.

6. Tuition that is not expended will be carried forward to the following year and be absorbed as part of the total.

- B. The Board of Education shall refund the employee's tuition costs of the amount charged per credit by Rutgers, The State University of New Jersey for credits taken there or for credits taken at other accredited recognized educational institutions for a maximum of nine (9) credits taken any one year (July 1-June 30).
- C. All approved requests for tuition reimbursement made prior to the May regular meeting of each year shall be paid up to the maximum funds of that year. In cases where the total amount of requests exceeds the maximum funds, reimbursement shall be prorated per teacher. Summer classes that begin after the May meeting shall be included for reimbursement for the following year.

#### ARTICLE 16

##### SECRETARIAL/CLERICAL ASSIGNMENTS and PROMOTIONS

- A. All employee assignments are the result of the judgments and decisions of the building administrators and Superintendent of Schools. The Board and employees recognize that this is a Board delegated duty only to professional administrators in a function to be maintained only by persons so certified for administration and contracted by the Board.
- B. Employees who desire a change in assignment may file a written statement of such inclination to the building principal and Superintendent. This statement shall explain why the change is requested and what the person's qualifications are.
- C. Any promotion or other employee vacancy is to be posted in all offices and promotions are to be made or vacancies are to be filled only after appropriate interviews by the Superintendent of Schools and/or his/her designees, and he/she herein shall recommend to the Board, persons for promotions. It is recognized by the Board and the employees that recommendations for promotion, interviews and establishing of qualifications are functions reserved exclusively to the professional administrator. No promotion is to be made or vacancy filled before ten (10) days after the circulation of the official notice. Employees wanting to be considered for the position must file a writing, stating qualifications, within ten (10) days of the posting.

#### ARTICLE 17

##### LEAVE PROVISIONS-SECRETARIES/CLERKS

###### A. SICK LEAVE

- 1. All employees on a twelve (12) month contract are entitled to 13 sick leave days each school year. Employees on a ten (10) month contract are entitled to eleven (11) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- 2. A secretary who has used the current personal illness leave days, upon request and the recommendation of the Superintendent and the approval of the Medical Director, may receive one (1) additional day for each year of service as regularly appointed secretary in the Palisades Park Public Schools. These additional days shall be called "permissive personal illness leave" and shall not be cumulative, and shall not be granted more than once. These days will only be granted in the event of a debilitating illness. Individual days of absence not requiring a leave of absence may not be applied against permissive leave. Requests for permissive leave should be submitted to the Superintendent prior to the

expiration of the employee's sick bank.

3. An accumulative record of absence shall be maintained for each employee in the office of the Superintendent of Schools
4. In the event a secretary/clerk is absent from school for any reason, a secretary/clerk must notify the building principal (in the case of a building secretary) and the immediate supervisor (in the case of central office personnel) as soon as possible, but no later than the beginning of his/her scheduled workday.
5. Any secretary, after ten (10) years of service in the Palisades Park School District, upon retirement, shall receive their final years per diem rate for each unused sick day to a max of \$30,000 (thirty thousand). Notification should be given by Dec 31 of the preceding year for retirement effective June 30th of the subsequent year. Any secretary who decides to retire during a specific school year must give no less than 90-days notice of their intention. The Superintendent has the discretion to shorten that 90-day period when he/she deems appropriate.

Formula for unused sick leave:

First 100 unused days are credited to the secretary at the final year's per diem rate. The next 100 unused days are credited to the Board of Education. There is no monetary reimbursement for the next hundred days.

Any remaining sick days above the next hundred unused days are credited to the secretary at the per diem rate.

6. Formula for unused sick leave: One hundred (100) unused days are credited to the secretary at the final year's per diem rate to a maximum of thirty thousand (\$30,000).

The staff member may have the option to take the total payment equally divided and distributed over a (3) three-year period of time with the first annual payment commencing January of the subsequent calendar year of retirement. The employee may elect to have the money placed in a 403B or 457 Plan(s).

6. Employees hired as of September 1, 1997, who have in excess of one-hundred (100) accumulated unused sick leave days, have either served the District at least ten (10) years and have retired or have served the District at least twenty-five (25) years and leaves the employ of the Board for any reason, shall be paid according to the following table:

Formula for unused sick leave:

One hundred (100) unused days are credited to the secretary at the final year per diem rate to a maximum of thirty thousand (\$30,000).

7. In the event of the recipient's death prior to the issuance of the final payment, the recipient's beneficiary and/or estate will be entitled the remainder of the agreement as per the agreed upon schedule.

## B. TEMPORARY LEAVE

### 1. Personal Business

Emergencies or items of personal nature shall be fully compensated up to three days for ten-month employees and four days for twelve-month employees, with approval of the Superintendent of Schools. Four (4) of the personal days are cumulative. The personal business days shall be allowed without reason subject to the following conditions:

- a. No more than a total of five (5) personal days without reason shall be allowed on any one (1) day. No more than two (2) of same shall be taken by secretarial/clerks.
- b. Five (5) school days notice shall be required to take a personal day without reason except in cases of extenuating circumstances, in which event the Superintendent or



his/her designee shall have the sole authority to grant the day without five (5) days notice. In these circumstances a reason must be stated.

c. All four (4) personal leave days provided in Section B-1 above shall be added to the secretaries/clerks accumulated sick leave bank year if not used for personal business during said school year.

**2. Legal Proceedings**

Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or in any other legal proceeding if the secretary/clerk is required by law to attend.

**3. Death in Immediate Family or Household**

A leave of absence, because of the death of a member of the immediate family, shall, at the discretion of the Superintendent be granted up to five (5) days with full pay. For purposes of definition regarding absence provisions, the immediate family includes: mother, father, mother-in-law, father-in-law, sister, brother, husband, wife, children, step-children, domestic partner, grandchildren, grandparents or any relative whose actual household at the time is also the household of the absentee. The days must be taken up to or within 10 days of the household member's death, except at the discretion of the Superintendent for special or extenuating circumstances.

**4. Death of a Relative**

In case of the death of a relative not included in the above section, a teacher shall be excused for two (2) day with full pay at the discretion of the Superintendent.

**5. Absence Prior to or Following School Vacations**

Except in the case of personal emergency, personal business leave days may not be taken on:

- a. The first or last week of the school year
- b. The day before or after a school holiday
- c. The day prior to or immediately following a vacation period within the school year.

**C. EXTENDED LEAVES OF ABSENCE**

**1. PROLONGED ILLNESS**

A leave of absence not exceeding one (1) year may be granted employees whose prolonged illness has exhausted accumulated personal illness leave and the permissive personal leave. Approval is at the sole discretion of the Superintendent of Schools and Board of Education.

**2. MATERNITY LEAVE/PATERNITY LEAVE**

a. The Board shall grant leaves of absence without pay for medical reason associated with pregnancy and birth to pregnant secretaries/clerks on the same terms and conditions governing leaves of absence for other illness or medical disabilities,

b. It is recognized that a secretary's/clerk's maternity leave application involves both a disability phase and a childcare phase. The disability phase is that period of time, both prenatal and postnatal, during which a physician certifies inability to work. The childcare phase is that period of time selected by the secretary/clerk, which follows the disability

phase during which time the secretary/ clerk voluntarily suspends her/his career to care for the newborn child. The childcare leave shall also be available to an adoptive parent or the father of a newborn infant.

3. DISABILITY LEAVE

Any tenured or non-tenured secretary/clerk seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board of Education in writing. At the time of application, the secretary/clerk shall specify in writing, the date on which she wishes to commence leave and the date on which she wishes to return to work after the birth. The Board may require any secretary/clerk to produce a certificate from a physician in support of the requested leave dates. (Where medical opinion is supportive of the leave dates requested, such request shall be granted by the Board.) It is understood that the disability period as certified by the secretary/clerk's physician shall be treated as compensable sick leave time at the option of the secretary/clerk.

4. FAMILY LEAVE ACT

Under the New Jersey Family Leave Act, N.J.S.A. 34:11B-1, et seq., employees shall have a statutory entitlement to 12 weeks of family leave in any 24 month period. Employees seeking leave under the Family Leave Act for the purpose of caring for a newborn or adopted child can request the leave to begin at anytime within a year after the date of birth or placement for adoption.

5. CHILD CARE LEAVE

Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured secretary/clerk shall be granted, at his/her discretion, a leave for (1) the balance of the school year in which the birth or adoption occurred, or (2) the balance of the school year in which the birth or adoption occurred and the entire following two school years. Any further extension of child-care leave shall be discretionary with the Board of Education. The Board need not grant or extend the leave of absence of any non-tenured secretary/clerk beyond the end of the contract school year in which the leave is obtained. This leave is without pay.

6. A secretary/clerk returning from pregnancy leave of absence shall be entitled to all benefits to which a secretary/clerk returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure or to offer a new contract for a new school year to any non-tenured employee who would not have been otherwise offered such a contract.

7. No tenured or non-tenure secretary/clerk shall be barred from returning to work after the birth of her child solely on the ground that there has not been a stated or prescribed lapse of time between that birth and her desired date of return except as is provided herein. Nothing contained in this article shall be construed to preclude the Board from requiring any secretary/clerk, after the birth of her child, to produce a certificate from her physician showing that she is physically capable of resuming her duties.

D. LEAVE OF ABSENCE FOR PERSONAL BUSINESS

1. Leave of absence for personal business may be granted by the School District for such periods as the School District may decide, said period may not exceed one (1) year. Secretaries on such leave may request extension of such leave for good and valid cause. Those to whom such leave is granted shall suffer loss of pay and must state, in writing, that they will not accept another position.

2. All requests, extensions, or renewal of leaves shall be applied for and granted in writing. Under normal circumstances such requests for initial leaves, extensions, or renewals to be made at least

ninety (90) days to the commencing of such leaves.

- E. Under no circumstances will time spent on any such leaves described in Sections A, B, C and D count toward fulfillment of the time requirements for acquiring tenure.

#### **ARTICLE 18**

##### **SUMMER VACATION - SECRETARIES/CLERKS (12 MONTH EMPLOYEES)**

- A. Two (2) weeks vacation for the first five (5) years.
- B. Three (3) weeks vacation for years six (6) and seven (7).
- C. Eight (8) years and beyond, 3 weeks with an additional day per year to a maximum of twenty (20) days prorated to the first year. Years will be measured by the anniversary of the date of employment.
- D. During the month of March, secretaries will submit their summer vacation plans to their building principal. The building principal will inform secretaries by April 15 of their vacation status.

Vacation time cannot be taken: One week after school closes Two weeks before school opens

#### **ARTICLE 19**

##### **OPERATIONAL CHANGES - SECRETARIES/CLERKS**

In the event of any operational changes, reassignment, or new equipment, which would necessitate additional skills, the time needed to attend a training program and the cost for such program, shall be the responsibility of the Board.

#### **ARTICLE 20**

##### **SECRETARIAL/CLERK WORK HOURS AND CALENDAR**

- A. The Association recognizes the Board, through its delegated administrators, as having the full responsibility for the assignment of secretarial and clerical personnel. Hours during the term of this contract shall be:

Building Secretaries and Clerks: 8:00 A.M. to 4:00 P.M.

Building secretaries and clerks will begin work no earlier than 7:30 A.M. and no later than 8:00 A.M.  
Building secretaries and clerks shall work an eight (8) hour day.

Each full-time secretary shall receive one (1) duty free hour for lunch.

- B. Summer Hours: 8:00 A.M. to 3:00 P.M.

Building secretaries and clerks will begin work no earlier than 8:00 A.M. and finish at 3:00 P.M. Building secretaries and clerks shall work a seven (7) hour day.

If a secretary requests a 1/2-hour lunch she may leave at 2:30 with the approval of the building principal.

- C. One General School Calendar

If a secretary or clerk is required to work, when schools are closed during the academic year, compensatory time will be granted for time worked.

#### **ARTICLE 21**

##### **SENIORITY PROVISIONS FOR SECRETARIES/CLERKS**

- A. In the event secretarial/clerical unit members must be laid off, said layoff will be made on the basis of district-wide seniority, insofar as the employee(s) making the seniority claim possesses

the necessary job skill qualifications to perform in the position being claimed. Seniority shall be defined as continuous employment time in the Palisades Park Public School System.

- B. Any effected employee who bumps into a lesser salary classification shall retain her previously held salary in the higher classification until the salary guide step in the lesser classification surpasses the salary she was earning in the previously held higher classification. In no event shall the salary paid to an employee in a lesser classification be higher than the salary paid on the same step in a higher classification.
- C. In the event a vacancy occurs, laid off employees shall be entitled to recall in order of seniority so long as the employee making the recall possess the skills and qualifications to fill the vacant position.
- D. No new bargaining unit member may be hired while unit members who meet job skill and qualification requirements are still on layoff.
- E. When unit members are recalled to work, they shall be restored to the appropriate step of the salary scale receiving credit for all time served in Palisades Park. All accumulated sick time and all other benefits said employee has at time of layoff shall be restored in their entirety upon the return of employee.
- F. Seniority shall not be accumulated during the period of layoff. Upon their recall, employees shall have their accumulated seniority to the day of layoff or commencement of approve leave of absence.

## **ARTICLE 22**

### **PERFORMANCE OF AGREEMENT AND EMPLOYEES**

- A. Nothing in this Agreement is intended to modify, deny or violate existing laws and statutes of the State or rulings of the Commissioner of Education. In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.
- B. This Agreement constitutes the entire Agreement between the Board of Education and the Association and settles all demands and issues with respect to all matters subject to negotiations for the duration of the Agreement. The Agreement shall not be altered, amended or changed except in writing after mutual agreement of the parties and after ratification by duly authorized groups and signed by both the Board and the Association, which writing shall be appended hereto and become a part of this Agreement. It is understood by all parties that the Board does not waive any rights or powers granted it by law. It is understood and agreed that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administration policies, rules and regulations consistent with the terms of this Agreement.

### **ARTICLE 23-MISCELLANEOUS PROVISIONS**

- A. The Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- 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 provisions or applications shall not be deemed valid and subsisting, except to the extent permitted by law, but all provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
- D. The following will serve as guidelines for contract negotiations:

1. In September the Board and the Association's Negotiating Committee will meet to determine an agenda including future meetings (both time allotment and frequency, items to be considered for omission, inclusion, deletion, or revision from the existing Agreement.)
2. The Superintendent's office shall furnish the Association for the purposes of cost projections, pertinent and reasonable information regarding employees and their salary status and insurance benefit costs.
3. Employees are assured no loss of constitutional and statutory rights in the area of individual personal freedom. Employees shall be entitled to all rights of citizenship and no religious or political activities or any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employees, provided these activities do not violate any State or Federal Laws.
- E. Whenever any official, formal notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement either party shall do so by telegram or registered letter at the following addresses:
  1. If by the Association, send to Board of Education, c/o Secretary, Board of Education, Palisades Park, New Jersey, 07650.
  2. If by the Board of Education (when school is not in session) send to PPEA President's home address.
- F. Copies of the Agreement shall be printed in booklet form. The Board and the Association will divide the costs equally. Copies of the Agreement shall be given to all staff members.

**ARTICLE 24 DURATION**

This Agreement shall be effective as of July 1, 2016 and shall continue in effect until June 30, 2019. All provisions shall be retroactive to July 1, 2016 unless otherwise indicated.

Agreed and accepted on behalf of the parties this 26th day of April 2017.

**Salary Guides**

**Salary guides for teachers will be increased by:**

2.9% inclusive of increment July 1, 2016 – June 30, 2017

2.9% inclusive of increment July 1, 2017 – June 30, 2018

2.9% inclusive of increment July 1, 2018 – June 30, 2019

An additional amount of \$10,564.94 is being added in 2016-2017 for improving the teacher’s salary guide.

An additional amount of \$21,763.77 is being added in 2017-2018 for improving the teacher’s salary guide.

An additional amount of \$33,657.67 is being added in 2018-2019 for improving the teacher’s salary guide.

**Salary guides for secretaries will be increased by:**

2.9% inclusive of increment July 1, 2016- June 30, 2017

2.9% inclusive of increment July 1, 2017- June 30, 2018

2.9% inclusive of increment July 1, 2018- June 30, 2019

An additional amount of \$564.81 is being added in 2016-2017 for improving the secretary’s salary guide.

An additional amount of \$1,163.50 is being added in 2017-2018 for improving the secretary’s salary guide.

An additional amount of \$1,799.35 is being added in 2018-2019 for improving the secretary’s salary guide.

Salary guides shall be mutually agreed upon.

Extracurricular Sports, Extracurricular Non Athletic, Summer Employment, and Hourly pay shall be increased by:

0% for 2016-2017

0% for 2017-2018

0% for 2018-2019

Board of Education

By: \_\_\_\_\_

Chairperson

By: \_\_\_\_\_

President

Education Association

By: \_\_\_\_\_

Chief Negotiator

By: \_\_\_\_\_

Co-President

By: \_\_\_\_\_

Co-President

**YEAR 1****2016-2017 Palisades Park**

<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>6 Yr</b>	<b>6 Yr+15</b>
<b>1-2</b>	49,023	49,723	52,138	53,623	56,023	56,523
<b>3-4</b>	49,515	50,215	52,630	54,115	56,515	57,015
<b>5</b>	50,702	51,402	53,817	55,302	57,702	58,202
<b>6</b>	51,807	52,507	54,922	56,407	58,807	59,307
<b>7</b>	54,107	54,807	57,222	58,707	61,107	61,607
<b>8</b>	56,518	57,218	59,633	61,118	63,518	64,018
<b>9</b>	58,928	59,628	62,928	63,528	67,428	67,928
<b>10</b>	61,442	62,112	65,412	66,012	69,912	70,442
<b>11</b>	64,170	64,870	68,170	68,770	72,670	73,170
<b>12</b>	67,907	68,607	71,907	72,507	76,407	76,907
<b>13</b>	71,707	72,407	77,307	77,607	82,232	82,532
<b>14</b>	75,557	76,257	81,157	81,457	86,082	86,382
<b>15</b>	79,457	80,157	85,057	85,357	89,982	90,282
<b>16</b>	84,650	85,350	90,250	90,550	95,175	95,475
<b>17</b>	85,350	86,050	90,950	91,250	95,875	96,175

**Longevity (in District)****15 Years + \$675****20 Years+ \$725****25 Years + \$775****30 Years + \$825****35 Years + \$875**

**YEAR 2**  
**2017-2018 Palisades Park**

<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>6 Yr</b>	<b>6 Yr+15</b>
1	49,109	49,809	52,224	53,709	56,109	56,609
2-3	49,559	50,259	52,674	54,159	56,559	57,059
4-5	50,702	51,402	53,817	55,302	57,702	58,202
6	51,807	52,507	54,922	56,407	58,807	59,307
7	54,107	54,807	57,222	58,707	61,107	61,607
8	56,518	57,218	59,633	61,118	63,518	64,018
9	58,928	59,628	62,928	63,528	67,428	67,928
10	61,442	62,112	65,412	66,012	69,912	70,442
11	64,170	64,870	68,170	68,770	72,670	73,170
12	67,907	68,607	71,907	72,507	76,407	76,907
13	71,707	72,407	77,307	77,607	82,232	82,532
14	75,557	76,257	81,157	81,457	86,082	86,382
15	79,457	80,157	85,057	85,357	89,982	90,282
16	82,350	83,050	87,950	88,250	92,875	93,175
17	86,050	86,750	91,650	91,950	96,575	96,875

**Longevity (in District)**

**15 Years + \$675**

**20 Years+ \$725**

**25 Years + \$775**

**30 Years + \$825**

**35 Years + \$875**



**Year 3**  
**2018-2019 Palisades Park**

<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>6 Yr</b>	<b>6 Yr+15</b>
<b>1-2</b>	50,443	51,143	53,558	55,043	57,443	57,943
<b>3-4</b>	50,893	51,593	54,008	55,493	57,893	58,393
<b>5-6</b>	51,807	52,507	54,922	56,407	58,807	59,307
<b>7</b>	54,107	54,807	57,222	58,707	61,107	61,607
<b>8</b>	56,518	57,218	59,633	61,118	63,518	64,018
<b>9</b>	58,928	59,628	62,928	63,528	67,428	67,928
<b>10</b>	61,442	62,112	65,412	66,012	69,912	70,442
<b>11</b>	64,170	64,870	68,170	68,770	72,670	73,170
<b>12</b>	67,907	68,607	71,907	72,507	76,407	76,907
<b>13</b>	71,707	72,407	77,307	77,607	82,232	82,532
<b>14</b>	75,557	76,257	81,157	81,457	86,082	86,382
<b>15</b>	79,457	80,157	85,057	85,357	89,982	90,282
<b>16</b>	82,350	83,050	87,950	88,250	92,875	93,175
<b>17</b>	86,750	87,450	92,350	92,650	97,275	97,575

**Longevity (in District)**

**15 Years + \$675**

**20 Years+ \$725**

**25 Years + \$775**

**30 Years + \$825**

**35 Years + \$875**

## Secretary Salary Guide

2016-2017

<b>Step</b>	<b>BA</b>
1	\$42,000
2	\$42,600
3	\$43,600
4	\$44,600
5	\$45,600
6	\$46,600
7	\$47,600
8	\$48,600
<b>OG 1</b>	\$56,151
<b>OG 2</b>	\$36,502

Longevity (in District)

10 Years+ \$725

15 Years+ another \$525

20 Years+ another \$525

### Secretary Salary Guide

2017-2018

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<b>Step</b>	<b>BA</b>
1	\$43,500
2	\$44,000
3	\$44,855
4	\$45,855
5	\$46,855
6	\$47,855
7	\$48,855
8	\$49,855
<b>OG1</b>	\$57,380
<b>OG2</b>	\$37,731

Longevity (in District)

10 Years+ \$725

15 Years+ another \$525

20 Years+ another \$525

## Secretary Salary Guide

2018-2019

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<b>Step</b>	<b>BA</b>
<b>1</b>	\$45,785
<b>2</b>	\$46,285
<b>3</b>	\$46,785
<b>4</b>	\$47,285
<b>5</b>	\$48,285
<b>6</b>	\$49,285
<b>7</b>	\$50,285
<b>8</b>	\$51,285
<b>OG1</b>	\$58,844
<b>OG2</b>	\$39,195

Longevity (in District)

10 Years+ \$725

15 Years+ another \$525

20 Years+ another \$525

<b>Non Athletic</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
7th Grade Class Advisor	2407	2407	2407
8th Grade Class Advisor	2407	2407	2407
9th Grade Class Advisor	2921	2921	2921
10th Grade Class Advisor	3236	3236	3236
11th Grade Class Advisor	3551	3551	3551
12th Grade Class Advisor	3895	3895	3895
LS Yearbook Advisor	3437	3437	3437
HS Yearbook Advisor	5155	5155	5155
HS Newspaper	4650	4650	4650
HS Literary Magazine	3839	3839	3839
HS Dramatic Arts Society	4697	4697	4697
LS Student Council	4869	4869	4869
HS Student Council	4869	4869	4869
Student Treasury Advisory LS	2663	2663	2663
Student Treasury Advisory HS	2663	2663	2663
National Honor Society (7-12)	3608	3608	3608
Academic Decathlon	2577	2577	2577
Hope Club	2577	2577	2577
Environmental Club	2500	2500	2500
Mu Alpha Theta	2292	2292	2292
Trivia Club	2165	2165	2165
International club	1718	1718	1718
Coordinators	4239	4239	4239
Italian National Honor Society	2663	2663	2663
Hispanic National Honor Society	2663	2663	2663
Korean National Honor Society	2663	2663	2663
Scheduling	Hourly Rate	Per Contract	
Curriculum	Hourly Rate	Per Contract	
Dean of Students	Hourly Rate	Per Contract	
Technology	Hourly Rate	Per Contract	

<b>Athletic</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Head Football Coach	6994	6994	6994
Assistant Football Coach	4858	4858	4858
Head Cheerleading Coach	6246	6246	6246
Head Cross Country Coach	6246	6246	6246
Assistant Cross Country Coach	4858	4858	4858
Head Girls Tennis Coach	6246	6246	6246
Assistant Girls Tennis Coach	4858	4858	4858
Head Boys Soccer Coach	6246	6246	6246
Assistant Boys Soccer Coach	4858	4858	4858
Assistant Girls Soccer Coach	4858	4858	4858
Head Volleyball Coach	6246	6246	6246
Assistant Volleyball Coach	4858	4858	4858
Dance Team	4055	4055	4055
Head Boys Basketball Coach	6246	6246	6246
Head Girls Basketball Coach	6246	6246	6246
Assistant Boys Basketball Coach	4858	4858	4858
Assistant Girls Basketball Coach	4858	4858	4858
Head Bowling Coach	4952	4952	4952
Head Winter Track Coach	6246	6246	6246
Assistant Swim Coach	4858	4858	4858
Head Baseball Coach	6246	6246	6246
Assistant Baseball Coach	4858	4858	4858
Head Softball Coach	6246	6246	6246
Assistant Softball Coach	4858	4858	4858
Head Boys Tennis Coach	6246	6246	6246
Assistant Boys Tennis Coach	4858	4858	4858
Head Track & Field Coach	6246	6246	6246
Assistant Track & Field Coach	4858	4858	4858
Head Golf Coach	4952	4952	4952
Athletic Director	7562	7562	7562
Middle School Sports Travelling/Non Travelling	2987	2987	2987

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**Summer Employment**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Teaching Activities	per hour	\$35	\$35	\$35
Non-Teaching Activities	per hour	\$30	\$30	\$30
Child Study Team Member	per week	\$1,030	\$1,030	\$1,030