

**Agreement
Between
PINELANDS REGIONAL BOARD OF EDUCATION
and
PINELANDS EDUCATION ASSOCIATION**

JULY 1, 2018 – JUNE 30, 2021

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Preamble

This Agreement is entered into this 6th day of November 2018 by and between the Pinelands Regional Board of Education, hereinafter called the "Board", and the Pinelands Education Association, hereinafter called the "Association."

Article 1: Recognition

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

Article 2: Negotiation of Successor Agreement

- A. Not later than 120 days prior to the budget election date, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein. Good faith efforts will be made by both sides to reach a continuing agreement on salaries and other conditions of employment. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all parties.
- B. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time.
- C. The Board shall provide the Association with information in the possession of the Board, which is required by the Association to carry out its duty to negotiate on behalf of the bargaining unit and to process grievances arising under this Agreement.
- D. Modification - This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement. The Board agrees to meet and discuss any areas that may become negotiable during the successor Agreement.

Article 3: Grievance Procedure

A. Definitions

1. Grievance - A grievance is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment of bargaining unit members.
2. Aggrieved Person - An "aggrieved person" is the person or persons or the Association making the claim.
3. Party in Interest - A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.
4. Working Days - As in this Article means the days on which the grievant normally expects to work.
5. No reprisals of any kind shall be taken by the Board, its administrators, or the Association against any grievant or his representatives by reason of his participation in the grievance procedure.

B. Purpose

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

C. Informal Discussions

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

D. Procedural Matters

1. Grievances of employees within the bargaining unit shall be presented and adjusted in the following manner so long as the grievance is not superseded by the authority of the level at which it is presented. In such cases where a level does not have the authority to resolve the complaint, the aggrieved is permitted to begin the grievance process at the lowest level containing the authority to resolve the grievance.
2. Time Limits
 - a. The number of days indicated at each level of the grievance procedure should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however be extended by mutual agreement.
 - b. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within ten (10) working days of the specified time limits shall be considered an abandonment of the specific grievance.

- c. All notifications sent to the Association shall appear in written electronic form and be submitted to PEAGrievances@gmail.com. Notifications made to District Administrators shall appear in written electronic form and be submitted to the appropriate Administrator's District email address.
- d. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Form of Grievance

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

E. Procedure

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

Supervisor Level

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

Building Principal Level

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

Superintendent Level

Step 3: If the grievance is not settled to the resolution of the grievant at Step 2, the grievant may appeal the decision in writing to the Superintendent of Schools within ten (10) working days. The Superintendent shall respond in writing to the grievant within ten (10) working days.

Board of Education Level

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

has received the grievance no later than five (5) working days prior to the meeting.

PERC

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

The Arbitrator selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him/her. The Arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The Arbitrator, in his/her decision, shall be without the power or authorization to amend, modify, nullify, subtract or add to the provisions of this Agreement. His/her authority will be strictly limited to the issue or issues presented. The decision of the Arbitrator shall be submitted in writing to the Board and the Association and shall be binding. The costs for the services of the Arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.

F. Rights of Employee to Representation

1. Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association reserves the right to be present and to state its views at all levels of the grievance procedure.
2. Written Decisions - Decisions rendered at Step 2, 3, and 4 of the grievance procedure shall be in writing and shall be submitted through electronic transfer to the Association at PEAGrievances@gmail.com and all other parties in interest, setting forth the decision and the reasons. If transmission of the decision is not rendered within the time limits stated above, the aggrieved reserves the right to offer a five (5) working day extension or move the grievance to the next level in the grievance procedure.
3. Separate Grievance File - All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms - Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and any other necessary documents shall be prepared jointly by the Superintendent and the Association.
5. Meetings and Hearings - All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

6. Administrative Directives - Employees are required to carry out all administrative directives despite an alleged contract violation or the pendency of a grievance.
7. Work Rules- The Board may adopt and post or otherwise disseminate such rules and regulations as it may desire, provided that the same are not contrary to the specific provisions of this Agreement.
8. No Strike/No Lock Out
 - a. The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employment), work stoppage, slowdown, walkout or other action against the school district. The Union agrees that such action would constitute a material breach of this Agreement.
 - b. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.
 - c. The School Board covenants and agrees that during the term of this Agreement, neither the Board nor any of its agents will cause, authorize or support the locking out of the employees in this bargaining unit.

Article 4: Employee Rights and Privileges

- A. No employee shall be prevented from wearing pins or other identification of the membership in the Association or its affiliates.
- B. Whenever an employee is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary of any increments pertaining thereto, then he/she shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- C. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health and safety.
- D. Employees shall not be required to correct District and State mandated standardized tests.
- E. No support staff member who has been continuously employed in the District in a unit position for three (3) years shall be disciplined, reduced in rank or reduced in compensation without just cause. Discipline shall be progressive, if warranted by the infraction. Disputes over this section are subject to the grievance procedure set forth in Article 3. Any employee shall not be criticized in the presence of a student, member of the public or other member of the District's staff by any administrator.
- F. Employees who are required to utilize their personal vehicles in the performance of school business shall be reimbursed for mileage at the current rate established by applicable State law.

- G. Effective July 1, 2004, no employee, with the exception of Attendance Officer(s) shall be required to transport students either by vehicle or on foot to or from school or from sporting events or from building to building.
- H. Re-appointed Certified staff shall receive instructional assignments on or before May 30th for the upcoming contract year, however, assignments are subject to change. All other paraprofessionals and Instructional Aides shall receive assignments on or before August 15th for the upcoming year.
- I. Custodial and Maintenance Staff
1. Shoes

The Board will reimburse each employee a maximum of \$155 per year for work shoes for the duration of this contract. The shoes shall be purchased by the employee and the employee shall provide a sales slip indicating the date of purchase, complete description of the shoe/boot and the price paid. Each employee should purchase a quality work shoe/boot that will afford proper protection.
 2. Work Jackets

The Board shall provide employees with two (2) work jackets. These jackets shall be purchased by the District with a maximum cost of \$25 per jacket. Added to the regular distribution of jackets, all employees in custodial and maintenance shall receive one (1) winter jacket. The employee may choose to purchase a pair of coveralls and apply the cost of the winter jacket to the cost of the coveralls. There is a distribution of one (1) winter jacket every three (3) years. Replacements jackets will be provided when they are demonstrated to be no longer wearable due to damage or normal wear and tear.
 3. Safety Glasses

The Board will provide all maintenance employees with safety glasses and will require that these glasses be worn at all times. The safety glasses may be either of the prescription or non-prescription type. Safety glasses will be replaced if prescription must be modified or if broken/damaged during the course of the workday, unless damage is due to carelessness.
 4. T-Shirts

For each of the three years of this Agreement, the Board will provide each employee with summer t-shirts at Board expense.
 5. Respirators, Gloves and Boots

Respirators, gloves and boots shall be provided in compliance with OSHA guidelines for use in stripping and maintaining floors.
 6. Rain Jackets and Work Gloves

One (1) rain jacket and one (1) pair of work gloves shall be provided. Replacements will be provided when they are demonstrated to be no longer wearable due to damage or normal wear and tear.

Article 5: Association Rights and Privileges

- A. Whenever representatives of the Association are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the Collective Bargaining Agreement, they will suffer no loss in pay.
- B. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified one (1) week in advance of the time and place of Association meetings which require the use of school facilities which are normally available to be used by other in-school or out-of-school groups. Notification can be waived by the Superintendent. The Principal of the building in question shall be notified in advance of the time and place of all other Association general membership meetings.
- D. All orientation programs for new staff shall provide a time at the end of the compulsory part of the program where the Association officers will be introduced and will be permitted to conduct an Association orientation program.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mailboxes as it deems necessary and without the approval of the building Principal or other members of the administration. The Association shall notify the Superintendent in writing of the names of its officers (and one additional employee on each floor who shall have access to school mailboxes).
- G. The Board will provide for a reasonable amount of bulletin board space for use by the Association. These bulletin boards will be located where employees covered by this contract frequent, with the exception of classrooms.
- H. The Superintendent shall inform the Association of the names and job titles of all new unit employees. New employees shall be given information, which allows them to meet on a voluntary basis with Association representatives.
- I. Any unit member who attends the annual N.J.E.A. Convention may do so without loss of compensation pursuant to the terms of N.J.S.A. 18A:31.2.
- J. The rights and privileges granted herein will be granted to the Association exclusively.
- K. Board meeting agendas and minutes shall be made available to the Association President on the day before the regularly scheduled monthly Board meeting.
- L. The Association President shall not be scheduled for duty periods.

Article 6: Association Payroll Dues Deduction

- A. Determination of Fee

Prior to the beginning of each academic year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for the academic year.

B. Deduction and Transmission of Fee

1. Notification - Once during each academic year the Association will submit to the Board a list of those employees who have not become members of the Association for the then current academic year.
2. Termination of Employment - If any employee terminates his or her employment with the Board before the Association has received the full amount of the fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the academic year in question.
3. Employees who leave during the work year, shall be treated identically with regard to the payment of dues/fees. Upon termination of employment, the disbursing officer shall deduct any remaining amount owed under the terms of statute for the current year.
4. New Employees - Representatives of the Association shall receive, upon request, a written list of names, job titles and dates of employment of any new employees.

C. Indemnification

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

Article 7: Evaluation of Employees

A. Open Evaluations

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

B. Definitions

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

C. Evaluation by Certificated Supervisors

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

D. Copies of Evaluation

An employee shall be given a copy of the district-approved evaluation form prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required

to sign a blank or incomplete evaluation form. A district-approved evaluation form shall be presented to an employee no later than five (5) working days following the observation. The employee shall sign a copy of the district-approved evaluation form, acknowledging its receipt, and return it to his/her evaluator no later than five (5) working days following its receipt by the employee.

E. Employee Response

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

F. Additional Observation

Any employee shall have the right to make a request in writing for one additional observation of his/her work for the purpose of personal improvement of performance.

G. Copies of job descriptions, observations and evaluation form and prepared evaluation criteria shall be given to each unit employee at the beginning of each year. Copies will be provided electronically and teachers will be required to review them.

Article 8: Personnel Records

A. File

An employee shall have the right, upon request, to review the contents of his/her personnel file and receive copies at his/her 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 employee's status shall be placed in his/her personnel file unless the employee has had an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The failure of the employee to affix his or her signature to said material after review may not preclude that material from being placed into the employee's file. The employee shall also have the right to submit a written answer to such material within ten (10) working days and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

C. No Separate File

Except for personal references, and other similar documents used in the hiring process, the Board shall not establish any separate personnel file which is not available for the employee's inspection.

D. Termination of Employment

Any evaluation of an employee upon termination of his/her employment shall be concluded prior to any recommendation for severance.

Article 9: Employee Work Day

A. Teachers

1. The workday for full-time teaching staff members shall be seven (7) hours and fifteen (15) minutes inclusive of a duty-free lunch of not less than twenty-five (25) minutes. Work performed pursuant to "coaches' salaries" and "extracurricular honoraria" and assigned meetings shall not be computed within this time.
2. Commencing with July 1, 2018 the high school and junior high school shall utilize an 8 period schedule. The instructional periods shall be 47 minutes for 7 periods and one instructional period of 50 minutes. Regular instructional scheduling will be no more than 5 instructional periods in a day. No teacher shall be assigned more than three classes in a row, where administratively feasible. The terms and conditions of this subparagraph apply except during half-day schedules, early dismissals, and/or late arrivals.
3. No teacher shall be required to have more than three preparations, where administratively feasible.
4. Traveling Teachers -Where administratively feasible, teachers who are assigned to more than one school shall begin their day in one school and travel to the other where they will end their day. No teacher shall be required to travel back and forth between schools. Traveling teachers must be allowed twenty-five minutes to travel which will be designated as their duty period. This time shall not encroach on either the teacher's lunch or unassigned period.
5. During each regular school day, full-time classroom teachers shall receive one (1) unassigned period in addition to the lunch period. If a teacher is required to teach six (6) periods in the same instructional day the Duty period shall be unassigned during that instructional day.
6. Employees may be required to attend three (3) after-school meetings per month. One meeting shall not exceed one (1) hour and ten (10) minutes after departure of regular-run student buses and two (2) meetings not to exceed forty (40) minutes after departure of regular-run student buses. Attendance at Back-To-School Night is mandatory. Staff not in attendance of Back-To-School Night will be charged .5 of a personal day.
7. A list of teachers who are willing to forfeit their unassigned period to do class coverages which occur during another teacher's absence shall be established by the building administrator in each building. If involuntary assignment is necessary, the administration shall rotate such assignment among teachers who have duty periods during the period when the coverage is required.
8. Effective July 1, 2018, non-grant, non-stipend after-school activities will be compensated at \$38.00 per hour that involves instructional duties, detention, and the supervision of students.
9. At least seventy percent (70%) of classroom teachers shall be assigned no more than five (5) teaching periods. If administratively possible, this percentage will be higher.
10. All employees teaching a sixth period shall be compensated \$1,100 per quarter. The administration shall make every reasonable effort to insure that sixth (6th) class teaching assignments are "rotated" between and among the teaching staff members of each department. While this may require adjustments to curricular teaching assignments, every reasonable effort will be made to insure that no

teacher teaches a sixth (6th) class assignment more than two years in a row, if administratively feasible. The 2012-2013 school year shall serve as Year One for this determination.

The above rates shall not be pro-rated, any sixth (6th) class assignment during a quarter year shall result in compensation at the above rate.

If a sixth period teaching day is required for scheduling purposes, the number of teaching assignments as described herein shall not exceed (4) in any one discipline.

11. A sixth (6th) class assignment shall be defined as a 6th instructional period or a 6th In-Class Support (ICS) period assignment or any combination.
12. Certified Instructional staff shall not perform as Teacher Aides for an assigned duty. If an emergency aide assignment occurs, it will be compensated at rate of \$20.00 per period.
13. The term "classroom teachers" when used this article is defined to mean those unit members who are regularly assigned to instruct pupils. This term does not include guidance counselors, school nurses, library/media specialists or special services personnel.
14. In Class Support Staff (ICS) shall be assigned instructional support that aligns with their certification(s) where administratively feasible.
15. Nothing in this subsection affects the assignment of duty periods to classroom teachers.
16. It is understood by the parties that any change from the language in the current scheduling approach may require redrafting of the language in this article. Both parties agree that a formal request to redraft must commence by March 1st of the respective school year and conclude with an agreement prior to May 15th of the same year. In event an agreement cannot be reached by the May 15th deadline, the current language shall be maintained or the language of the Agreement Between the Pinelands Regional Board of Education and the Pinelands Educational Association July 1, 2018 - June 30, 2021 as on file with the Public Employees Relation Commission shall be restored and replace this Article. Both the percentage of commitments and the average five (5) teaching period per full work day shall be maintained.
17. The administration will eliminate separate bus duty, hall duty and bathroom duty for all staff with a 6th Instructional period or ICS period assignment in the same day beginning with the 2018-2019 school year.
18. All certified staff members must provide supervision for one entire after school or weekend event, for the duration of the event, but not to exceed 4 hours. Staff members must record their attendance with the event leader. Staff members failing to meet this obligation will be charged one-half (1/2) personal day.
19. All certified staff members are required to partake in four (4) hours of in-district professional development or four (4) hours of online or alternate options that can be completed at the employee's discretion remotely during the summer session. Hours may include, but are not limited to, online options, and district sponsored workshops.

B. Teacher Aides

1. During the employee work year, the normal workday for full-time teacher aides shall be seven (7) hours inclusive of a duty-free lunch of twenty-five minutes.
2. B.1. shall not preclude the assignment of overtime work. Overtime shall be distributed as equitably as possible subject to the needs of the District all employees shall be expected to work a reasonable amount of overtime, when needed. Overtime compensation is defined as one and one-half (1½) times the straight time hourly rate which shall be paid to an employee for all hours s/he works in excess of forty (40) hours in any one (1) week."
3. During the employee work year, full-time teacher aides shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.

C. Secretaries

1. Between September 1 and June 30, the normal workday for full-time secretaries, clerk typists and accounting clerks, shall be eight (8) hours inclusive of a thirty (30) minute duty-free lunch period.
2. All 10-month and 12-month support staff, commencing September 1st through June 30th of each year shall follow the annual school calendar, approved by the Board of Education as days when school is not in session for all employees.
3. The provision of B.2., above, shall apply to secretaries, clerk typists, and accounting clerks.
4. Between September 1 and June 30, full-time secretaries, clerk typists, and accounting clerks shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.
5. Summer working hours shall begin after the second full day after the student's dismissal for the summer vacation and continue through August 24th of each year. The 12-month employees will work a four-day work week consisting of eight (8) hours each day, inclusive of a duty-free lunch period of thirty (30) minutes.
6. Definition of "Overtime" - Time and one-half (1½) at the rate of the employee's regular rate of pay shall be paid when the employee's hours exceed forty (40) hours in any calendar week or eight (8) hours in any day.

D. Custodial and Maintenance Staff

1. Employee contracts for individuals covered under this Agreement shall be limited to a period not to exceed one (1) calendar year commencing with the date of employment through the next ensuing June 30th. Successor contracts shall stipulate July 1st through June 30th next ensuing.
2. The normal workweek for an employee shall consist of five (5) consecutive days of eight (8) hours each, inclusive of lunch.
3. As a general rule, there shall be two (2) work shifts each day with a shift from 7:00 AM to 3:00 PM and a shift from 3:00 PM to 11:00 PM, Monday through Friday. Additionally, the Board reserves the right to assign custodians or maintenance staff to a Tuesday through Saturday shift which shall have shift hours of 3:00 PM to 11:00 PM Tuesday through Friday and custodians 7:00 AM to 3:00 PM on Saturday or maintenance 9:00 AM to 5:00 PM on Saturday.

- a. Coffee Break - Ten (10) minutes per each half shift generally at mid- point but as scheduled by the supervisor.
- b. Clean-Up Time - To return equipment and supplies. Not intended for personal hygiene unless inordinate job requirement. The decision for clean-up shall rest with the supervisor or foreman.
4. One and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of forty (40) hours in any one week. Also, one and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of eight (8) hours in any work day. Hours worked include vacation, personal time, and holidays be considered time worked.
5. Any employee called from home (1) after completing his/her regular eight (8) hour work day, or (2) on an unscheduled work day shall be paid a minimum of four (4) hours at the rate of one and one-half (1½) times his/her straight time rate.
6. When overtime is required, not less than one (1) custodian shall be assigned, providing that a maintenance staff member or other district employee is present when overtime includes "evening" hours. Said person shall remain in the building until it has been secured and the custodian has completed an outside security check of the building.
7. Overtime shall be assigned by the Director of Facilities based on a rotating list that is created by seniority.
8. When administratively possible, the district will seek to have a maintenance person on every night.
9. All staff must be on-call for snow. The Director of Facilities will notify staff of their reporting time.
10. All staff must report for a State of Emergency unless directed otherwise by the Director of Facilities.
11. All new custodians and maintenance personnel shall be required to obtain a boilers license within one (1) calendar year of their date of hire. All existing custodians shall obtain their boilers license within one (1) calendar year of the Board approving this contract.
12. All new maintenance hires must obtain their pesticide license within two (2) years of their hire date.
13. All existing maintenance personnel shall obtain their pesticides license within two (2) years of Board approval of this contract.
14. Weekly hours worked shall be calculated by completed quarter-hour (1/4) increments.
15. Custodial staff that are required to report to work when school is closed for inclement weather and emergencies shall be paid at a rate of time and a half for hours worked, as well as credit for time missed in their regular schedule for closure.
16. Tuition, fees and textbooks required for Fertilizer, Pesticide, and Black Seal Licensing and training shall be reimbursed by the Board.

- E. All employees shall be able to leave the building during the duty-free lunch period.
- F. Trainer Work Day
 - 1. The Athletic Trainer workday shall consist of seven (7) hours and fifteen (15) minutes inclusive of a twenty five (25) minute lunch period. Workday Start/End shall accommodate the Athletic Department schedule.
 - 2. The Athletic Trainer work week shall consist of 36.25 hours inclusive of a 25 minute per day meal break. The typical workweek will be Monday through Friday with additional time as needed on Saturday/Sunday to meet the needs of the Athletic Department. Time worked beyond the 36.25 hours will be compensated at \$35/hour when the employee's hours exceed Thirty Six and one quarter (36.25) hours in any calendar week.

Article 10: Employee Work Year

- A. Vacations
 - 1. Twelve (12) Month Non-Certified Personnel

The Board shall provide for ten (10) vacation days per annum through the first three (3) years of employment (July 1st through June 30th). These days may be applied as they accrue at the rate of one (1) day per month through and including ten (10) full days per year.
 - 2. The application of vacation time as identified above commences on the first day of the month following the first full month of employment.
 - 3. Beginning with the fourth (4th) full year of employment, the Board shall provide fifteen (15) days vacation per annum which shall accrue at the rate of one and one-quarter (1¼) days per month.
 - 4. Staff eligible for twenty (20) days per year prior to July 1, 2018 shall still receive the same annual allotment.
 - 5. Vacation time may be accumulated to a maximum of twenty (20) days above the continuing accrual and will only be entitled as a result of written authorization from the Superintendent.

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

The work year shall not exceed One-Hundred Eighty Four (184) days for employees except for new employees who may be required to attend an additional two (2) days for orientation. The school calendar shall reflect a half (½) workday for staff on the Wednesday before Thanksgiving Day and the day prior to the onset of the Winter Break, only when Christmas Day is a Wednesday, Thursday, or Friday and school is in session that week.

C. Length of Work Year - Aides

The work year shall not exceed One-Hundred Eighty One (181) days for aides except for new employees who may be required to attend an additional two (2) days for orientation. The school calendar shall reflect a half (½) workday for staff on the Wednesday before Thanksgiving Day and the day prior to the onset of the Winter Break, only when Christmas Day is a Wednesday, Thursday, or Friday and school is in session that week.

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

E. Custodial and Maintenance Staff

Provided that they appear in the annual school calendar, approved by the Board of Education as days when school is not in session for all employees, the following shall be considered as paid holidays: New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday*, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Thanksgiving Friday, Christmas Eve or the day after Christmas, and Christmas Day.

* During the annual "spring vacation break", each member of the Custodial Association shall be granted not more than one (1) additional day off.

Holidays falling on Saturday or Sunday will have either the previous Friday or the following Monday provided as days off. This provision is in effect only during times when school would not be in session.

To the extent the annual school calendar fails to list any of the aforementioned holidays, the Board shall grant one (1) additional floating holiday that shall be scheduled through the Facilities Director.

F. Trainer Work Year

The Athletic Trainer Work year shall consist of eleven (11) months commencing on August 1st and concluding June 30th of each year. Provided that they appear in the annual school calendar, approved by the Board of Education as days when school is not in session for all employees, the following shall be considered as paid holidays: New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday*, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Thanksgiving Friday, Christmas Eve or the day after Christmas, and Christmas Day. To the extent the annual school calendar fails to list any of the aforementioned holidays, the Board shall grant 1 additional floating holiday that shall be scheduled through the Athletic Supervisor.

Article 11: Salaries

- A. Salaries for all staff for each year of this Agreement are set forth in the Appendixes. The attached guide for all staff, except all support staff, custodial and maintenance

employees, shall represent salaries effective July 1, 2018 through June 30, 2021 and reflect the following increase:

2018-2019	3.37%
2019-2020	2.92%
2020-2021	2.83%

- B. Salaries for all support staff, custodial and maintenance employees are set forth in the Appendixes, which shall represent salaries with increases of

2018-2019	3.78%
2019-2020	2.78%
2020-2021	2.70%

- C. "Off Guide" means that those who are paid at this designated rate are considered to be off the salary guide. Those teachers who move off-guide will receive their previous year's salary plus the designated off-guide amount. It is understood by both parties that the off-guide will be negotiated each new contract.
- D. Guide Advancement - All employees will advance one step each on the salary guide each year of the contract.
- E. The Athletic Trainer will be paid for summer work on a per diem rate basis.
- F. Coaches' salaries for each year of this Agreement are set forth in the Appendixes and reflect a 0.0% increase for the 2018-2021 school year.
- G. Honoraria for student activities for each year of this Agreement are set forth in the Appendixes and reflect a 0.0% increase for the 2018-2021 school year.
- H. Employees may elect to have up to the statutory maximum percentage of their salary deducted from their pay and transmitted to their designated Credit Union, an IRA, or tax shelter.
- I. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
- J. All ten-month employees shall receive their final pay not later than five (5) working days following the employee's last working day in June.
- K. The normal salary check will not contain supplemental compensation, such as coaching, honoraria, after-school activities, homebound instruction. The compensation will be issued by a separate check collectively. Coaches will be paid according to the following schedule:

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

	<u>Payment</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
1.	1/3 Stipend	September 30th	December 30th	March 30th
2.	1/3 Stipend	October 30th	January 30th	April 30th
3.	1/3 Stipend	Awards Function	Awards Function	Awards Function

- L. The steps in the attached salary guide are not representative of actual years of experience.

- M. The Board shall reimburse all coaches for any reasonable expenses arising from scouting trips, clinics or other coaching-related activity up to the maximum expenditure approved by the Superintendent in advance of the activity.
- N. An employee in any unit subgroup who is on the last numbered step of his/her guide in the last year of any Agreement shall only move to a new salary level for the first year of a Successor Agreement after the mutual ratification of an express, written agreement.
- O. The Board shall provide written notification of appointments and non-reappointments for all coaches and activity sponsors for Fall by June 30th, Winter sports/activities by September 30th and for the Spring sports/activities by January 30th.
- P. Initial placement on the salary guide upon hire will not be higher than four (4) steps above actual years of experience. The Board reserves the right to seek the cooperation of the PEA Executive Board should it feel this provision limits its ability to attract and hire qualified candidates.

Q. Custodial and Maintenance Staff Salaries

- 1. Custodial and Maintenance staff overtime is calculated at the rate of one and one-half (1½) times the Annual Contract Salary divided by 2080.
- 2. Foreman, Shift and Black Seal premiums shall be included in the overtime computations.
- 3. July 1, 2018 to June 30, 2019, maintenance staff licensed for Fertilizer and Pesticide Operator shall receive an annual stipend of \$2,000.
- 4. July 1, 2019 to June 30, 2020, maintenance staff licensed for Fertilizer and Pesticide operator shall receive an annual stipend of \$1,500.
- 5. Maintenance staff licensed for Fertilizer Application shall receive an annual stipend of \$250.
- 6. Maintenance staff licensed for Pesticide Application shall receive an annual stipend of \$250
- 7. The following premiums will be compensated as follows:

Black Seal	\$1,103
2 nd Shift Custodian	\$1,416
2 nd Shift Maintenance	\$1,224
Foreman	\$2,753

R. Longevity

- 1. A longevity increment of \$500 will be paid to each teaching staff member who has fifteen (15) or more full years actually worked in public schools under teacher certification. No teacher shall begin to receive their payment after June 30, 1998.

2. District Longevity

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

<u>4 Years</u>	<u>8 Years</u>	<u>12 Years</u>
\$225	\$600	\$1,000

Movement to or within District Longevity shall occur on July 1st following attainment of the requisite time needed to qualify for longevity. Work in a year (July 1 through June 30) qualifies as a "year" for longevity purposes when the employee has worked or has been on an approved paid leave of absence (under the terms of their contract) for one-half of the scheduled work days for the employee's category plus one day during a year.

3. Effective July 1, 2003, an additional annual longevity payment of \$500 will be made to all eligible P.E.A. staff who have accrued 20 years or more of service with the school district. All other eligible P.E.A. staff shall receive this additional longevity payment at the commencement of their 21st contract with the school district.
4. All staff (professional and support) hired after July 1, 1998 shall not be eligible for any longevity payments.
5. Custodial and Maintenance Longevity

Effective July 1, 1998, all newly employed Custodial and Maintenance members shall NOT be eligible for longevity payments. Additionally, current personnel will be eligible for accumulative longevity payments up to a maximum of \$1,000 per year per the following schedule:

- at 4th consecutive school year contract - \$100
- at 7th consecutive school year contract - \$150
- at 10th consecutive school year contract - \$200
- at 13th consecutive school year contract - \$250
- at 16th consecutive school year contract - \$300

- S. Effective July 1, 1986, in order to be eligible for an increment, a full-time or daily-employed part-time employee must have worked and/or been on an approved paid leave of absence (under the terms of this contract) for one-half (½) of the scheduled work days for the employee's category plus one day during the previous contract year.

T. Teacher Aides, Secretaries

An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least an eight percent (8%) increase in salary over the employee's current salary. If the employee is promoted to a position which requires more months during the work year or more hours during the work day, the employee's current salary shall be calculated at the relevant higher proportionate rate of pay before the eight percent (8%) minimum calculation is made. Promotions with a start date of July 1 will include the increment prior to calculating the minimum 8% increase.

U. Replacement Compensation

An employee who is assigned and assumes the duties of another employee who is absent for reasons other than vacation and who has not been replaced by a substitute shall receive Twenty-five Dollars (\$25) per day for each day worked. This clause shall also be effective when an employee is assigned and carries out the duties of a vacant position.

- V. Replacement Compensation for Custodial and Maintenance Staff
1. Custodians replacing a foreman shall receive the appropriate foreman's premium rate pro-rated on a per diem basis.
 2. A maintenance foreman replacing the Supervisor of Buildings & Grounds (due to absence and per direction of the Superintendent of Schools) shall receive an additional stipend equal to twenty percent (20%) of the Supervisor of Buildings & Grounds' hourly rate.
- W. Effective July 1, 2011, all employees must enroll in direct deposit.
- X. Teachers' Aides Toileting Duties
- The Board and Association understands the type of assistance provided by teachers' aides vary depending upon the students level of dependence The tasks may involve the changing of pads/nappies either on a change table or standing, for children unable to use a toilet. For independently mobile students it may involve supervision of toileting to ensure independence in cleaning and hygiene when a student has an accident (bowel or bladder) at school the teacher's aide may be required to provide assistance to clean or shower the child.
- To compensate the employee for this assigned function pursuant to an approved individual education plan (IEP) or 504 Plan, the board will pay the teacher's aide \$2,000 annually for the first student, and \$1,000 for each additional student assigned, payable quarterly. In the event the affected students no longer require these services, the district will prorate the annual amount on a per diem basis.
- Y. Speech Pathologist Stipend
- The Board of Education realizes the special certification and license required of the Speech Pathologist position in the school district. So long as the Speech Pathologist license serves in the current supervisory position for all Speech Specialists in the district, a stipend of \$1,000 will be awarded annually to the PEA member that holds said license and assumes those duties.
- Z. Staff members that provide the statutory notification upon resignation, and indicate a regular pay date as their final day, shall receive their full regular rate of pay for that pay period. Resignations that extend beyond a given calendar pay date, will require a per diem calculation for worked days in the pay period, and deductions for the full pay period shall be charged.

Article 12: Seniority and Job Security – Secretaries and Aides

- A. School District seniority is defined as service by an employee within a specified job title in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if the employee resigns or is discharged for cause, irrespective of whether the employee is subsequently rehired by the School District.
- B. New employees must have worked three (3) years in a bargaining unit position(s) prior to the application of the seniority protection in C. and D. below.
- C. In the event of a reduction in force, employees shall be laid off in the inverse order of seniority of all employees within the specific job title.
- D. In the event that within three (3) years from the date of an employee's layoff a vacancy

occurs in the classification of the employee's specific job title, the employee shall be entitled to recall thereto in order of specific job title seniority.

- E. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within one (1) week from receipt of such notice of recall, the employee shall notify the Superintendent in writing, whether or not the employee desires to return to the work involved in the recall. If the employee fails to reply or indicates that he/she does not desire to return to such work, the employee shall forfeit all seniority and all right to recall. If the employee indicates that he/she desires to return to the work involved in the recall notice, then the employee shall report for such work within two (2) weeks from the date of receipt of the recall notice or within such period of time as is set forth in a written extension of time.

F. Custodial and Maintenance Staff Seniority

1. Seniority is defined for purposes of this Article as an employee's total length of continued service as an employee of the Board in the employee category specifically covered by this Agreement.
2. Each time a question as to seniority arises between two or more qualified employees having the same total length of continuous contractual service, those employees shall draw to determine seniority rank for the purpose in question.
3. In all cases of layoff, recall and vacation schedules, employees with the greatest amount of seniority shall be given preference. In the case of a layoff due to reduction in the number of employees, the last employee hired shall be the first employee to be laid off. The Custodial and/or Maintenance Foreman shall be excluded from this seniority rule. In case of a tie (same date hired) the date of application will determine the best qualified staff member that will not be laid off. The Board shall maintain an accurate up-to-date seniority roster showing the date on which each employee's continuous contractual service began, his classification and pay rate, and a copy of same shall be made available to the Association representative.
4. The assignment of overtime duties will be offered to employees on the basis of rotation inasmuch as time frames will permit except for emergency situations.
5. Written job descriptions will be provided to employees. New positions or job titles must be negotiated.

Article 13: Assignments and Posting of Vacancies

- A. All teachers shall be given written notice of their class, subject, building and room assignment for the forthcoming year as near to July 15th as possible, but not later than September 1st.
- B. The parties recognize that changes in subject assignments and transfers between schools may be necessary. No transfer or change in assignment shall be made without a prior meeting between the Supervisor, a Principal, an Assistant Principal or the Superintendent and the affected teacher.
- C. When an involuntary change or reassignment to another building is to be made, the best interests of the educational program, a teacher's area of competence, major and minor field of study, length of service in the Pinelands Regional School District, length of

service in the particular school building and other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining said transfer or reassignment. This clause is not arbitrable.

- D. All notices for job opportunities within the negotiating unit shall be sent electronically and remain open for 5 days before the closing date for applications, except in emergencies.
- E. Job Descriptions
 - 1. The Board shall adopt job descriptions for each support staff position (by job title, not location).
 - 2. The Superintendent shall provide the Association with draft job descriptions before they are adopted by the Board. The Association may comment on the job description(s) in writing to the Superintendent.
- F. When maintenance positions become available, the Supervisor of Buildings & Grounds shall recommend a custodial to fill the position, providing the custodian is the "most qualified" of those in the candidates' pool.

Article 14: Sick Leave

- A. Sick Leave Days
 - 1. All twelve (12) month employees under contract shall be granted twelve (12) sick leave days per year.
 - 2. All ten (10) month employees under contract shall be granted ten (10) sick leave days per year.
- B. Bargaining unit members newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered as a full month.
- C. Sick leave days shall be accumulative throughout the course of employment in the District and may be used for illness in subsequent years.
- D. Sick Leave Bank
 - 1. The provisions of the Sick Leave Bank will be dictated by N.J.S.A. 18A:30- 10 and 11.
 - 2. The sick leave days available to an employee from the Sick Leave Bank shall be days previously donated to the bank by the employees.
 - 3. A six (6) person committee will administer the Sick Leave Bank. The Committee will consist of: three (3) Association representatives and three (3) Board representatives.
 - 4. No days may be drawn from the Bank without authorization of the Committee.
 - 5. The Committee will also establish standards and procedures for the operation of the Bank.
 - 6. New unit employees hired on July 1, 1994 and later will have one less personal day available in their first year of employment (July 1 through June30) under Article 15A.1.
 - 7. Each September, the administration will advise the Association of the number of

new staff hired in the district.

E. Employees may be required to provide medical proof of illness upon the request of the Superintendent.

F. Payment for Unused Sick Leave Upon Retirement

1. Employees must be eligible for and actually retire under the auspices of the T.P.A.F. and/or P.E.R.S. system.
2. In order to be eligible for said payment, the employee must give written notice of intention to retire by February 1st of the retiring year. Written notice after February 1st, payment for unused sick leave will be issued the following year. In cases of disability, certified for the purposes of retirement, the notice will be waived. The Board may waive the notice requirement in other cases at its own discretion. Such waiver or its denial is not grievable.
3. In order to be eligible for said payment, the unused sick leave days of a retiring employee (defined in 4. below) shall be at least sixty percent (60%) of the available accumulated sick leave days (defined in 5. and 6. below). Effective July 1, 2002, the minimum required available sick time will be reduced from sixty percent (60%) to fifty percent (50%).
4. "Unused sick leave days" is defined to mean a maximum of 180 sick leave days available to the employee at the time of retirement including converted unused personal leave days. Personal days converted to sick days will be counted only as remaining sick time, and will not be used in determining the total available sick time credited to the employee.
5. "Available accumulated sick leave days" is defined to mean all sick leave days credited upon initial employment and those credited to the employee annually under the terms of Article 14 A. and 8.
6. Employee absences of ten (10) consecutive days or more which have been certified by a physician at the time of the absence will be credited toward the percentage as determined in 3. above, but such days will not be compensated.
7. For any employee who meets the terms of the above provisions the District shall make a non-elective employer contribution to the employee's existing 403(b) for all unused sick leave days in an amount equal to the following per diem rates:

Professional Staff	\$130
Support Staff	\$105
8. Upon the death of an employee who has, at the time of death, met the terms of G3. above, the Board shall make the payment to a designated beneficiary or to no more than two (2) designated beneficiaries in equal payments. Beneficiaries shall be the same as those listed to receive pension death benefits.

G. The Board shall review any case where an employee has exceeded his/her accumulated personal illness days, and the Board may grant, on an individual case by case basis, up to an addition 10 days per year, which shall be provided at the employee's rate of pay, less appropriate substitute pay, should the Board deem it appropriate.

Article 15: Temporary Leaves of Absence

A. Personal Leave

1. The Board shall provide three (3) non-accruing personal days per year to each employee for which no specific reason need be given. These personal days shall not be taken on days before or after holidays unless approved by the Superintendent. The number of personal leave days for new employees in the first year of employment is controlled by Article 14D6.
2. Requests for personal days under A.1 above must be filed with the Superintendent at least five (5) working days prior to the day to be taken and must be approved by him/her. The notice provision will be waived in the event of an emergency. Emergency personal leave requests must include the specific reason for the request.
3. Unused personal leave day shall be converted each July 1st to sick leave days. Thereafter, these days are available for employee use under the terms of Article 14C, E and F and applicable statutes and regulations.

B. Legal

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

C. Temporary Military

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

D. Death

1. The Board of Education shall provide for five (5) non-accruing days per incident for attendance services as a result of death in the immediate family (spouse, child, parents, parents-in-law, grandparents, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law).

2. The Board of Education shall provide for three (3) non-accruing days per incident for attendance services as a result of death in the family (aunt, uncle, niece, nephew).
3. Two (2) additional days may be taken for death of a parent, spouse, child or sibling, which shall be deducted from the employee's accumulated sick leave days.

Article 16: Insurance Coverage

A. Medical

1. Effective May 21, 2010, in accordance with Chapter 2, P.L. 2, a full-time employee will be required to work a minimum of 25 hours per week to qualify for employer-provided health benefits.
2. Each such employee may also enroll his/her spouse and dependent child(ren), under the healthcare provider's definition of that term, in the group health insurance coverage.
3. The Board's maximum premium contribution toward group health insurance for those enrolled in single coverage shall be 100% of the single premium for the Direct Access 10 plan. The Board's maximum premium contribution at all other enrollment levels for the Direct Access 10, Direct Access 15, or HMO plans shall not exceed 100% of the Direct 15 premium at the relevant enrollment level. Employee contributions over the Board maximum shall be made through equal deductions spread over all pay periods. Employees shall be required to make contributions to the costs of their health insurance in accordance with the provisions of current State law set forth in Chapter 78. Health benefits entitlements are subject to the regulations of the current state law.
4. The parties agree that the conditions of the law in place at the time of signing will remain in effect until the conclusion of the contract term.

B. Prescription Plan

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

C. Dental Plan

The Board's contribution will be equal to 100% of the annual premium for the Horizon Dental Option Program.

D. Optical

Effective July 1, 1996, there shall be an optical plan covering eligible employees and eligible family members. The Board's maximum contribution toward any employee's optical plan shall be \$115.00 for each year of the Agreement.

E. Miscellaneous

1. Registration for the above insurance plans is the responsibility of the employee. Application for enrollment in the plans shall be made in the offices of the Superintendent.
2. The Board reserves the right to change insurance carriers at any time, and the Board shall maintain substantially similar benefits. In no case will the Board offer

less coverage than presently exists.

3. Group benefits shall be provided only in accordance with the terms of each individual plan and its rules, regulations and procedures.
4. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.
5. All employees will be enrolled in a pre-tax deduction, which allows employees to pay medical and/or dental deductions in a pre-tax format (125 Plan).
6. Effective May 21, 2010, in accordance with Chapter 2, P.L. 2, a full-time employee will be required to work a minimum of 25 hours per week to qualify for employer-provided health benefits.

F. Liability Insurance

1. All employees shall be provided, at Board expense, with a liability protection policy, which will afford personal liability and legal expense protection for the employee in the amount of up to \$100,000 per employee per year and to an aggregate of \$1,000,000 per year as regards to actions to employee(s) in the course of their work.
2. The Board reserves the right to change carriers and shall endeavor to maintain a benefit level consistent with the above.

Article 17: FMLA / Child Rearing Leave

- A. Applications for child rearing leave shall be made by the employee to the Superintendent on forms provided by the board at least three (3) months prior to the anticipated birth of the child.
- B. Child rearing leave shall be granted to tenured employees or after three (3) years' employment for a period of six (6) months from the date of the child's birth (July and August are excluded in the calculation). Tenured staff, experiencing medical hardship conditions/circumstances may make a direct request to the Board for other non-paid personal leave.
- C. Any employee adopting a child shall be granted a child rearing leave in conformity with the provisions in B. above which shall commence upon the date such employee obtains custody of the child. Notice shall be given to the Superintendent at least sixty (60) days prior to the anticipated date of custody if possible, and if not, as soon as practicable.
- D. Upon return from a child rearing leave, all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.
- E. Consecutive leave under B/C above shall not be granted to any employee.
- F. Employment during FMLA/Child Rearing Leave
 1. If during the term of any leave under B or C an employee is employed full-time by another employer during any portion of the regular school day, he or she will be deemed to have terminated leave under said provisions and to have abandoned his or her position.

2. Under this clause, an employee may accept part-time employment and may substitute in the Pinelands Regional School District.
 3. Employees may sub in other school districts. Employees wishing to sub in other school districts shall provide the Board with two phone numbers where they may be reached in the evening. The Board may call the employee before 11:00 p.m. of the evening preceding the next workday to inform the employee of the Pinelands substitute assignment. If no call is received by 11:00 p.m., the employee is free to substitute elsewhere.
- G. All employees shall receive the benefits of the FMLA. All tenured employees shall continue to receive benefits under Article 17B. and 17C.

Article 18: Tuition Reimbursement

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, in-service training sessions or other such sessions, which an employee is required by the administration to take.
- B. Reimbursement Rates
1. Effective July 1, 2007, the Board shall provide a pool of monies for tuition and fees reimbursement for graduate level courses for professional staff totaling \$40,000 per semester.
 2. The Board agrees to reimburse support staff for the cost of tuition and fees for approved courses up to a maximum annual reimbursement of \$750.00 for support staff.
 3. In order for a board of education to provide to an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:
 - a. The institution shall be a duly authorized institution of higher education as defined in section 3 of P.L. 1986, c. 87 (C. 18A:3-15.3);
 - b. The employee shall obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the Board of Education.
 - c. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.
 - d. The deadline to request reimbursement for the first semester (summer and fall courses) shall be September 15th; and the deadline for second semester reimbursement shall be February 1st. An employee must gain a grade of "B" or better in a course. If the course is "Pass-Fail", the employee must Pass. Reimbursement shall be made after the employee submits verifiable proof of completion of the course indicating the grade earned.

C. Custodial and Maintenance Staff

The Board will agree to pay the tuition and cost of course texts/materials which could enhance an employee's performance provided:

1. The course is approved by the Supervisor of Buildings & Grounds, and,
2. The course is taken at Pinelands Regional High School.

Article 19: Committees

- A. The Board and the Association agree to establish a committee to meet to discuss areas of mutual concern. The Board and the Association agree to meet at least once quarterly throughout the regular school year. The Committee shall consist of Board members, Association members, and the Superintendent. The make-up of the committee shall be flexible enough to include whatever persons shall be appropriate to the issues to be discussed. The purpose of this committee shall be to establish a vehicle for the Board, the Association and the Superintendent to meet at least once quarterly throughout the regular school year and keep open valuable lines of communication. Matters pertaining to grievances or negotiations shall not be subjects of these meetings.
- B. A joint Health & Safety Committee shall be established and consist of four members appointed by the Association President, four board members and the Superintendent. The Committee shall meet at least three times each year to discuss, review and implement programs and procedures in areas of concern to the parties. The purpose of the Committee is to reduce grievances pertaining to unsafe or hazardous conditions which may endanger personnel's health and safety. All staff issues and concerns relating to health and safety must be submitted to this Committee.

Article 20: Professional Development and Educational Improvement

- A. Purpose - In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principal of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests, and needs. The Board agrees to implement the following commencing with the 2001-2002 school year:
- B. Professional Development Committee (Local Board)
1. Role of the Committee - The Committee, as established by the Department of Education's regulations, shall be empowered to work in conjunction with the district superintendent, to assess in-service needs and professional development opportunities and to plan and implement professional development programs in accordance with the needs.
 2. The Professional Development Committee shall establish its own rules and procedures. The Committee will develop the appropriate forms needed to conduct its business and meet its responsibilities to the district and individuals. Said forms will include, but not be limited to application forms, payment requests and maintenance of individual training hours.

3. Release time shall be provided for all members of the Local Professional Development Board to work on the professional development program and needs.

C. Programs

1. Professional Days - The Board will pay the full cost of tuition and other reasonable expenses incurred with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher attend as part of his/her continuing education plan and/or is required and/or requested to attend by the administration. Said expenses include, but are not limited to registration fees, transportation and materials.
 2. In-Service Workshops, Conferences, and Programs - The board may, at its discretion, consult with the Association on matters pertaining to in-service workshops, conferences, and programs designed to improve the quality of instruction within the school district.
 3. In any given year, the Board will provide 15 to 20 hours of in-service professional development experiences that will assist the teacher in attaining the required 20 hours a year of continuing education.
 4. In-Service programs shall be conducted during the teacher workday and work year when teacher attendance is required.
 5. All certified staff will have the opportunity to complete the in-district professional development workshops. Credit toward the 20 hours a year will be awarded for seminars/workshops that are approved by the superintendent in consultation with the local professional development board. To receive credit the staff member must satisfactorily complete the seminar/workshop.
 6. Staff members who are serving as instructors for in-service seminars/ workshops will receive a \$30.00 per hour stipend for the presentation as well as clock hours credited towards the 100-hour requirement. Staff member preparation time for each workshop will be included in the \$30.00 stipend. The teacher or presenter of the same or similar course or workshop shall count only once in a five-year cycle.
 7. Hours toward professional development requirements will be awarded as per state statute.
- D. Record Keeping - The District will maintain a record of the number of hours of continuing education for each employee and provide each with an account of accumulated hours each September. Any discrepancies between the district record and the employee's record should be noted within 30 days of receipt of the Board's records.
- E. Professional Improvement Plans - The development of the employee's Individual Improvement Plan (PIP) shall be recorded on the form provided for this purpose by the Professional Teaching Standards Board (PTSB). A copy of this form shall be kept in the employee's personnel file

Article 21: Mentors and Provisional Teachers

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

Article 23: Miscellaneous Provisions

- A. There shall be no discrimination by the Board or the Association against any employee on the basis of race, color, creed, sex, age, national origin, religious or political affiliation.
- B. Board Policy
This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. Separability
If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Compliance Between Contract and Master Agreement
Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. Annually, the Superintendent will meet with the Association President to prepare a "Years of Experience" chart to be used to place new employees on the appropriate salary guide step.

F. Printing

Copies of this Agreement shall be printed at the expense of the Board and the Association after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed or hereafter employed. The number of copies printed for the Association shall be equal to the number of unit employees plus fifty (50) copies.

G. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified letter at the following address:

1. If by Association, to Board at:
Pinelands Regional Board of Education
P.O. Box 248
Little Egg Harbor Township, NJ 08087
2. If by Board, to Association at:
President, Pinelands Education Association
c/o Pinelands Regional School District
P.O. Box 248
Little Egg Harbor Township, NJ 08087

Article 24: Duration

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2021. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless an extension is agreed to by both parties and expressed in writing prior to such a date.

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

**PINELANDS REGIONAL BOARD OF
EDUCATION**



President




Secretary

PINELANDS EDUCATION ASSOCIATION



President



Secretary

Certified Staff Salary Guides 2018-2019

STEP	BA	BA+15	MA	MA +15	MA+30	DOC
1	49,500	50,000	50,700	51,400	52,000	52,800
2	50,500	51,000	51,700	52,400	53,000	53,800
3	52,000	52,500	53,200	53,900	54,500	55,300
4	53,500	54,000	54,700	55,400	56,000	56,800
5	55,000	55,500	56,200	56,900	57,500	58,300
6	56,500	57,000	57,700	58,400	59,000	59,800
7	58,000	58,500	59,200	59,900	60,500	61,300
8	59,500	60,000	60,700	61,400	62,000	62,800
9	61,000	61,500	62,200	62,900	63,500	64,300
10	62,500	63,000	63,700	64,400	65,000	65,800
11	64,000	64,500	65,200	65,900	66,500	67,300
12	65,500	66,000	66,700	67,400	68,000	68,800
13	67,000	67,500	68,200	68,900	69,500	70,300
14	68,500	69,000	69,700	70,400	71,000	71,800
15	70,000	70,500	71,200	71,900	72,500	73,300
16	71,500	72,000	72,700	73,400	74,000	74,800
17	73,000	73,500	74,200	74,900	75,500	76,300
18	74,500	75,000	75,700	76,400	77,000	77,800

Off Guide +2000

Certified Staff Salary Guides 2019-2020

STEP	BA	BA+15	MA	MA +15	MA+30	DOC
1	49,500	50,000	50,700	51,400	52,000	52,800
2	51,000	51,500	52,200	52,900	53,500	54,300
3	52,500	53,000	53,700	54,400	55,000	55,800
4	54,000	54,500	55,200	55,900	56,500	57,300
5	55,500	56,000	56,700	57,400	58,000	58,800
6	57,000	57,500	58,200	58,900	59,500	60,300
7	58,500	59,000	59,700	60,400	61,000	61,800
8	60,000	60,500	61,200	61,900	62,500	63,300
9	61,500	62,000	62,700	63,400	64,000	64,800
10	63,000	63,500	64,200	64,900	65,500	66,300
11	64,500	65,000	65,700	66,400	67,000	67,800
12	66,000	66,500	67,200	67,900	68,500	69,300
13	67,500	68,000	68,700	69,400	70,000	70,800
14	69,000	69,500	70,200	70,900	71,500	72,300
15	70,500	71,000	71,700	72,400	73,000	73,800
16	72,000	72,500	73,200	73,900	74,500	75,300
17	73,500	74,000	74,700	75,400	76,000	76,800
18	75,000	75,500	76,200	76,900	77,500	78,300

Off Guide +2000

Certified Staff Salary Guides 2020-2021

STEP	BA	BA+15	MA	MA +15	MA+30	DOC
1	50,000	50,500	51,200	51,900	52,500	53,300
2	51,500	52,000	52,700	53,400	54,000	54,800
3	53,000	53,500	54,200	54,900	55,500	56,300
4	54,500	55,000	55,700	56,400	57,000	57,800
5	56,000	56,500	57,200	57,900	58,500	59,300
6	57,500	58,000	58,700	59,400	60,000	60,800
7	59,000	59,500	60,200	60,900	61,500	62,300
8	60,500	61,000	61,700	62,400	63,000	63,800
9	62,000	62,500	63,200	63,900	64,500	65,300
10	63,500	64,000	64,700	65,400	66,000	66,800
11	65,000	65,500	66,200	66,900	67,500	68,300
12	66,500	67,000	67,700	68,400	69,000	69,800
13	68,000	68,500	69,200	69,900	70,500	71,300
14	69,500	70,000	70,700	71,400	72,000	72,800
15	71,000	71,500	72,200	72,900	73,500	74,300
16	72,500	73,000	73,700	74,400	75,000	75,800
17	74,000	74,500	75,200	75,900	76,500	77,300
18	75,500	76,000	76,700	77,400	78,000	78,800

Off Guide +2000

Instructional Aides Salary Guides

Step	2018-2019
1	21,500
2	22,300
3	23,100
4	23,900
5	24,700
6	25,500
7	26,300
8	27,100
9	27,900
10	28,700
11	29,500
12	30,300
13	31,100
14	31,900
15	32,700
16	33,500
17	34,300
18	35,100

OFF Guide +800

Step	2019-2020
1	21,500
2	22,300
3	23,100
4	23,900
5	24,700
6	25,500
7	26,300
8	27,100
9	27,900
10	28,700
11	29,500
12	30,300
13	31,100
14	31,900
15	32,700
16	33,500
17	34,300
18	35,100

OFF Guide +800

Step	2020-2021
1	21,500
2	22,300
3	23,100
4	23,900
5	24,700
6	25,500
7	26,300
8	27,100
9	27,900
10	28,700
11	29,500
12	30,300
13	31,100
14	31,900
15	32,700
16	33,500
17	34,300
18	35,100

OFF Guide +800

Secretary II Salary Guides

Step	2018-2019
1	34,500
2	35,500
3	36,500
4	37,500
5	38,500
6	39,500
7	40,500
8	41,500
9	42,500
10	43,500
11	44,500
12	45,500
13	46,500
14	47,500
15	48,500
16	49,500
17	50,500
18	51,500

OFF Guide +1,500

Step	2019-2020
1	34,700
2	35,700
3	36,700
4	37,700
5	38,700
6	39,700
7	40,700
8	41,700
9	42,700
10	43,700
11	44,700
12	45,700
13	46,700
14	47,700
15	48,700
16	49,700
17	50,700
18	51,700

OFF Guide +1,200

Step	2020-2021
1	35,000
2	36,000
3	37,000
4	38,000
5	39,000
6	40,000
7	41,000
8	42,000
9	43,000
10	44,000
11	45,000
12	46,000
13	47,000
14	48,000
15	49,000
16	50,000
17	51,000
18	52,000

OFF Guide +1,200

Secretary 10 Month/Clerk Typist 10 Month Salary Guides

Step	2018-2019
1	24,500
2	25,200
3	25,900
4	26,600
5	27,300
6	28,000
7	28,700
8	29,400
9	30,100
10	30,800
11	31,500
12	32,200
13	32,900
14	33,600
15	34,300
16	35,000
17	37,400
18	38,100

OFF Guide +850

Step	2019-2020
1	24,800
2	25,500
3	26,200
4	26,900
5	27,600
6	28,300
7	29,000
8	29,700
9	30,400
10	31,100
11	31,800
12	32,500
13	33,200
14	33,900
15	34,600
16	35,300
17	36,000
18	38,300

OFF Guide +900

Step	2020-2021
1	25,000
2	25,700
3	26,400
4	27,100
5	27,800
6	28,500
7	29,200
8	29,900
9	30,600
10	31,300
11	32,000
12	32,700
13	33,400
14	34,100
15	34,800
16	35,500
17	36,200
18	36,900

OFF Guide +1,000

**** 10 Month Clerks move to Secretary-10 month + 2 Steps

Secretary 12 Month / Clerk Typist 12 Month Salary Guides

Step	2018-2019
1	29,000
2	30,000
3	31,000
4	32,000
5	33,000
6	34,000
7	35,000
8	36,000
9	37,000
10	38,000
11	39,000
12	40,000
13	41,000
14	42,000
15	43,800
16	44,800
17	46,300
18	47,300

Step	2019-2020
1	29,000
2	30,000
3	31,000
4	32,000
5	33,000
6	34,000
7	35,000
8	36,000
9	37,000
10	38,000
11	39,000
12	40,000
13	41,000
14	42,000
15	43,000
16	45,000
17	46,000
18	47,000

OFF Guide +1,000

Step	2020-2021
1	29,000
2	30,000
3	31,000
4	32,000
5	33,000
6	34,000
7	35,000
8	36,000
9	37,000
10	38,000
11	39,000
12	40,000
13	41,000
14	42,000
15	43,000
16	44,000
17	46,000
18	47,000

OFF Guide +1,000

***** 12 Month Clerk Typists move to Secretary 12 Month Guide -5 Steps**

Attendance Officer Salary Guides

Step	2018-2019
1	36,750
2	37,750
3	38,750
4	39,750
5	40,750
6	41,750
7	42,750
8	43,750
9	44,750
10	45,750
11	46,750
12	47,750
13	48,750
14	49,750
15	50,750
16	51,750
17	52,750
18	53,750

Step	2019-2020
1	36,750
2	37,750
3	38,750
4	39,750
5	40,750
6	41,750
7	42,750
8	43,750
9	44,750
10	45,750
11	46,750
12	47,750
13	48,750
14	49,750
15	50,750
16	51,750
17	52,750
18	53,750

Step	2020-2021
1	36,800
2	37,800
3	38,800
4	39,800
5	40,800
6	41,800
7	42,800
8	43,800
9	44,800
10	45,800
11	46,800
12	47,800
13	48,800
14	49,800
15	50,800
16	51,800
17	52,800
18	53,800

Receiving Clerk Salary Guides

Step	2018-2019
1	40,200
2	40,900
3	41,600
4	42,300
5	43,000
6	43,700
7	44,400
8	45,100
9	45,800
10	46,500
11	47,200
12	47,900
13	48,600
14	49,300
15	50,000
16	50,700
17	51,400
18	52,100

Step	2019-2020
1	40,700
2	41,400
3	42,100
4	42,800
5	43,500
6	44,200
7	44,900
8	45,600
9	46,300
10	47,000
11	47,700
12	48,400
13	49,100
14	49,800
15	50,500
16	51,200
17	51,900
18	52,600

Step	2020-2021
1	41,300
2	42,000
3	42,700
4	43,400
5	44,100
6	44,800
7	45,500
8	46,200
9	46,900
10	47,600
11	48,300
12	49,000
13	49,700
14	50,400
15	51,100
16	51,800
17	52,500
18	53,200

Custodian Salary Guides

Step	2018-2019
1	23,700
2	24,200
3	24,700
4	25,200
5	25,700
6	26,200
7	26,700
8	27,200
9	27,700
10	28,200
11	28,700
12	29,200
13	29,700
14	30,200
15	30,700
16	31,200
17	32,900
18	33,900

OFF Guide +1,000

Step	2019-2020
1	24,000
2	24,500
3	25,000
4	25,500
5	26,000
6	26,500
7	27,000
8	27,500
9	28,000
10	28,500
11	29,000
12	29,500
13	30,000
14	30,500
15	31,000
16	31,500
17	32,000
18	33,900

OFF Guide +1,000

Step	2020-2021
1	24,300
2	24,800
3	25,300
4	25,800
5	26,300
6	26,800
7	27,300
8	27,800
9	28,300
10	28,800
11	29,300
12	29,800
13	30,300
14	30,800
15	31,300
16	31,800
17	32,300
18	32,800

OFF Guide +1,000

Maintenance Salary Guides

Step	2018-2019
1	33,250
2	34,000
3	34,750
4	35,500
5	36,250
6	37,000
7	37,750
8	38,500
9	39,250
10	40,000
11	40,750
12	41,500
13	42,250
14	43,000
15	44,200
16	44,950
17	45,700
18	46,450

Step	2019-2020
1	33,600
2	34,350
3	35,100
4	35,850
5	36,600
6	37,350
7	38,100
8	38,850
9	39,600
10	40,350
11	41,100
12	41,850
13	42,600
14	43,350
15	44,100
16	45,200
17	46,200
18	47,200

Step	2020-2021
1	33,900
2	34,650
3	35,400
4	36,150
5	36,900
6	37,650
7	38,400
8	39,150
9	39,900
10	40,650
11	41,400
12	42,150
13	42,900
14	43,650
15	44,400
16	45,150
17	46,200
18	47,200

Athletic Trainer Salary Guides

AthleticTrainer 2018-2019						
STEP	BA	BA+15	MA	MA+15	MA+30	Doc
1	54,200	54,700	55,400	56,100	56,700	57,500
2	55,700	56,200	56,900	57,600	58,200	59,000
3	57,200	57,700	58,400	59,100	59,700	60,500
4	58,700	59,200	59,900	60,600	61,200	62,000
5	60,200	60,700	61,400	62,100	62,700	63,500
6	61,700	62,200	62,900	63,600	64,200	65,000
7	63,200	63,700	64,400	65,100	65,700	66,500
8	64,700	65,200	65,900	66,600	67,200	68,000
9	66,200	66,700	67,400	68,100	68,700	69,500
10	67,700	68,200	68,900	69,600	70,200	71,000
11	69,200	69,700	70,400	71,100	71,700	72,500
12	70,700	71,200	71,900	72,600	73,200	74,000

AthleticTrainer 2019-2020						
STEP	BA	BA+15	MA	MA+15	MA+30	Doc
1	54,700	55,200	55,900	56,600	57,200	58,000
2	56,200	56,700	57,400	58,100	58,700	59,500
3	57,700	58,200	58,900	59,600	60,200	61,000
4	59,200	59,700	60,400	61,100	61,700	62,500
5	60,700	61,200	61,900	62,600	63,200	64,000
6	62,200	62,700	63,400	64,100	64,700	65,500
7	63,700	64,200	64,900	65,600	66,200	67,000
8	65,200	65,700	66,400	67,100	67,700	68,500
9	66,700	67,200	67,900	68,600	69,200	70,000
10	68,200	68,700	69,400	70,100	70,700	71,500
11	69,700	70,200	70,900	71,600	72,200	73,000
12	71,200	71,700	72,400	73,100	73,700	74,500

Athletic Trainer 2020-2021						
STEP	BA	BA+15	MA	MA+15	MA+30	Doc
1	55,200	55,700	56,400	57,100	57,700	58,500
2	56,700	57,200	57,900	58,600	59,200	60,000
3	58,200	58,700	59,400	60,100	60,700	61,500
4	59,700	60,200	60,900	61,600	62,200	63,000
5	61,200	61,700	62,400	63,100	63,700	64,500
6	62,700	63,200	63,900	64,600	65,200	66,000
7	64,200	64,700	65,400	66,100	66,700	67,500
8	65,700	66,200	66,900	67,600	68,200	69,000
9	67,200	67,700	68,400	69,100	69,700	70,500
10	68,700	69,200	69,900	70,600	71,200	72,000
11	70,200	70,700	71,400	72,100	72,700	73,500
12	71,700	72,200	72,900	73,600	74,200	75,000

Advisors Stipend Guide

CLUB	BLDG	CATEGORY	STIPEND
Cat Eye (Lead)	JHS/HS	OTHER	\$5,703
Cat Eye (Assistant)	JHS/HS	OTHER	\$3,000
7th Grade Class	JHS	D	\$2,297
8th Grade Class	JHS	D	\$2,297
9th Grade Class	JHS	D	\$2,297
Sophomore Class Advisor (2)	HS	D	\$2,297
Junior Class (2)	HS	C	\$3,066
Sr. Class (2)	HS	B	\$3,833
High School			
Academic Competition	HS	C	\$3,066
Art Club	HS	F	\$1,531
Choral Director	HS	C	\$3,066
Choral Assistant Director	HS	E	\$1,723
Computer Club	HS	F	\$1,531
English Club	HS	F	\$1,531
FBLA Club	HS	F	\$1,531
FCCLA Club	HS	F	\$1,531
French Club	HS	F	\$1,531
G.S.A. aka Generation Equality	HS	F	\$1,531
Habitat for Humanity	HS	C	\$3,066
History Club	HS	F	\$1,531
Interact Club	HS	D	\$2,297
Library/Media Club	HS	F	\$1,531
Lighting Coordinator	HS	D	\$2,297
Math Club	HS	D	\$2,297
National Honor Society	HS	D	\$2,297
Newspaper	HS	D	\$2,297
Pep Band	HS	C	\$3,066
Pep Band-Asst.	HS	D	\$2,297
Project Graduation	HS	C	\$3,066
SADD	HS	B	\$3,833
School Banker	HS	OTHER	\$2,044
Science Club	HS	F	\$1,531
Spanish Club	HS	F	\$1,531
Stage Crew Club	HS	F	\$1,531
Student Government	HS	B	\$3,833
Surf Club	HS	F	\$1,531
Thesplan Society	HS	F	\$1,531
Thesplan Society-Asst.	HS	OTHER	\$769
Video/TV Production Club	HS	F	\$1,531
Yearbook (Business)	HS	C	\$3,066
Yearbook (Publication)	HS	C	\$3,066
Junior High School			
Art Club	JHS	F	\$1,531

CLUB	BLDG	CATEGORY	STIPEND
Character Counts! aka Wildcats in Action	JHS	F	\$1,531
Computer Club	JHS	F	\$1,531
Foreign Language Club	JHS	F	\$1,531
G.S.A. aka Generation Equality	JHS	F	\$1,531
Jazz Band	JHS	D	\$2,297
Jr. Interact Club	JHS	D	\$2,297
Jr. National Honor Society	JHS	E	\$1,723
Math Club	JHS	D	\$2,297
Newspaper	JHS	F	\$1,531
PRIDE	JHS	F	\$1,531
SADD	JHS	C	\$3,066
School Banker	JHS	OTHER	\$1,022
Science Club	JHS	F	\$1,531
Yearbook	JHS	D	\$2,297
DRAMA PRODUCTIONS			
DRAMA DIRECTOR-FALL	HS	C	\$3,066
DRAMA ASSISTANT DIRECTOR-FALL	HS	D	\$2,297
DRAMA DIRECTOR-SPRING	HS	OTHER	\$5,412
DRAMA ASSISTANT DIRECTOR-SPRING	HS	OTHER	\$2,706
DRAMA ASSISTANT 1	HS	OTHER	\$216
DRAMA ASSISTANT 2	HS	OTHER	\$542
DRAMA ASSISTANT 3	HS	OTHER	\$1,082
DRAMA ASSISTANT 4	HS	OTHER	\$1,694
DRAMA ASSISTANT 5	HS	OTHER	\$2,164
VOLUNTEER			
Anime Club	HS	V-UNPAID	\$0
ASL Club	HS	V-UNPAID	\$0
Bike Club	HS	V-UNPAID	\$0
Buddy Club	HS	V-UNPAID	\$0
Chess Club	HS	V-UNPAID	\$0
Dance Club	HS	V-UNPAID	\$0
Debate Club	HS	V-UNPAID	\$0
Drama Club	JHS	V-UNPAID	\$0
Economics Club	HS	V-UNPAID	\$0
English Club	JHS	V-UNPAID	\$0
Equestrian Club	HS	V-UNPAID	\$0
FCCLA Club	JHS	V-UNPAID	\$0
Fishing Club	JHS	V-UNPAID	\$0
French National Honor Society	HS	V-UNPAID	\$0
Hockey Club	HS	V-UNPAID	\$0
Psychology Club	HS	V-UNPAID	\$0
Random Acts of Kindness	HS	V-UNPAID	\$0
Spanish National Honor Society	HS	V-UNPAID	\$0
Wildcat Rescue	HS	V-UNPAID	\$0

Coaches Stipends 2018-2021

Sport	Position	Type	Stipend
Baseball	Head	Boys	8,283
	Assistant-1	Boys	5,616
	Assistant-2	Boys	5,616
	Freshman	Boys	5,430
	7/8 Head	Boys	4,896
	7/8 Asst	Boys	2,227
Basketball	Head	Boys	9,026
		Girls	9,026
	Assistant	Boys	6,062
		Girls	6,062
	Freshman	Boys	5,856
		Girls	5,856
	7/8 Head	Boys	5,191
		Girls	5,191
	7/8 Asst	Boys	2,227
	Girls	2,227	
Bowling	Head	Boys	4,896
		Girls	4,896
Cheerleading-Fall	Head	Girls	6,653
	Assistant	Girls	4,117
Cheerleading-Winter	Head	Girls	6,653
	Assistant	Girls	4,117
	7/8 Head	Girls	4,117
Cross Country	Head	Boys	6,062
		Girls	6,062
	7/8 Head	Boys/Girls	4,896
	7/8 Asst	Boys/Girls	2,227
Field Hockey	Head	Girls	8,283
	Assistant	Girls	5,616
	7/8 Head	Girls	4,896
	7/8 Asst	Girls	2,227
Football	Head	Boys	9,130
	Assistant-1	Boys	6,611
	Assistant-2	Boys	6,611
	Assistant-3	Boys	6,611
	Assistant-4	Boys	6,611
	Assistant-5	Boys	6,611
	Freshman-1	Boys	6,099
	Freshman-2	Boys	6,099
	7/8 Head	Boys	5,384
	7/8 Asst-1	Boys	2,227
	7/8 Asst-2	Boys	2,227
Golf	Head	Boys	6,062
	Assistant	Boys	4,117
Intramurals	Fall	Boys/Girls	3,692
	Winter	Boys/Girls	3,692

Sport	Position	Type	Stipend
	Spring	Boys/Girls	3,692
Lacrosse	Head	Girls	8,283
	Assistant	Girls	5,616
Soccer	Head	Boys	8,283
		Girls	8,283
	Assistant	Boys	5,616
		Girls	5,616
	7/8 Head	Boys	4,896
		Girls	4,896
	7/8 Asst	Boys	2,227
		Girls	2,227
Softball	Head	Girls	8,283
	Assistant-1	Girls	5,616
	Assistant-2	Girls	5,616
	Freshman	Girls	5,430
	7/8 Head	Girls	4,896
	7/8 Asst	Girls	2,227
Tennis	Head	Boys	6,062
		Girls	6,062
	Assistant	Boys	4,117
		Girls	4,117
Track-Spring	Head	Boys	8,283
		Girls	8,283
	Assistant-1	Boys	5,616
		Girls	5,616
	Assistant-2	Boys	5,616
		Girls	5,616
	7/8 Head	Boys	4,896
		Girls	4,896
	7/8 Asst	Boys	2,227
		Girls	2,227
Track-Winter	Head	Boys	6,481
		Girls	6,481
	Assistant	Boys/Girls	5,616
Wrestling	Head	Boys	9,026
	Assistant-1	Boys	6,062
	Assistant-2	Boys	6,062
	7/8 Head	Boys	5,191
	7/8 Asst	Boys	2,227
Volleyball	Head	Girls	8,283
	Assistant	Girls	5,616
	7/8 Head	Girls	4,896
	7/8 Asst	Girls	2,227