

Warren Hills Regional Educations Association
contract agreement with the
Warren Hills Regional Board of Education

2007/08, 2008/09, 2009/10

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It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, age, sexual orientation, disability, ancestry, national origin or social or economic status in its educational programs or activities and employment policies.

PREAMBLE

This AGREEMENT entered into this 1st day of July, 2007 by and between the BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL SCHOOL DISTRICT, hereinafter called the "Board," and the WARREN HILLS REGIONAL EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH:

ARTICLE I, RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board, including:

1. Teachers

- a. Classroom Teachers
- b. Psychologists
- c. Nurses
- d. Counselors
- e. Librarians
- f. Social Workers
- g. Learning Disabilities Teacher

Consultants

- h. Speech Correctionists
- i. Student Assistance Coordinator
- j. Library Assistant

2. Paraprofessionals

3. Secretaries

4. Resource Personnel

5. Bus Personnel

- a. Bus Drivers
- b. Bus Mechanics

but excluding:

1. Assistant Principals
2. Business Administrator
3. Curriculum Coordinator
4. Department Supervisors
5. Directors
6. Director of Information Systems
7. Principals
8. Substitutes
9. Superintendent of Schools
10. Executive Secretaries
11. Confidential Secretaries
12. Non-instructional Aides
13. Custodial/Maintenance Staff
14. Athletic Trainer
15. Technology Staff

B. Definition of Paraprofessionals

Unless otherwise indicated, paraprofessionals refer to only aides working under the direction of a teacher and/or administration and having responsibilities directly related to the instructional process.

ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the unit defined in Article I, be reduced to writing, shall be presented to the membership of both the association and the Board for consideration, and if acceptable to the majority of the membership of both bodies, be adopted and signed by both the Association and the Board.
- B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

ARTICLE III, EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Each unit member shall be placed on the proper position of the appropriate salary schedule as of the beginning of the current school year as per Appendices A - G, respectively.
2. If a unit member was hired after February 1, that unit member will not advance on the salary guide in the subsequent year. In all other cases, salary adjustments for the subsequent year will be in accordance with the negotiated salary schedule.
3. A unit member who received credit for experience under Article III, B, when employed by the Board during the school year, shall advance to the next step on the salary guide at the beginning of the next school year.
4. The Board shall have the exclusive right to grant credit for previous experience for unit members.

Once agreed upon and employed by the Board of Education, no future adjustments in credit will be requested nor granted. Likewise, existing unit members will not be granted salary adjustments based upon other unit member's salaries.

B. Credit for Experience

Credit for experience will be given for previous outside teaching or secretarial experience in any duly accredited school upon initial employment or reemployment in accordance with the provision of Appendix A or F respectively. Credit will be given on a one-year-for-one-year basis for experience in the educational field. For experience not in the field of education, credit may be given on a one-year-for-two-years basis with a maximum of five steps. All credit for military service earned pursuant to N.J.S.A. 18A:29-11 shall constitute part of such credit.

C. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15 or a date stipulated by the Department of Education, pending completion of negotiations. Secretaries, Paraprofessionals and Resource Personnel shall be notified of their contract and salary status for the ensuing year no later than June 1 or one (1) month from ratification and approval of the contract. Nothing in this collective bargaining agreement should be construed to establish tenure for the position of paraprofessionals regardless of years of service. Bus Personnel will be notified of their employment status for the ensuing year no later than June 30.

D. Resignation of a Secretary, Paraprofessional, Bus Personnel or Resource Personnel

1. A secretary, paraprofessional, bus personnel or resource personnel who is resigning his/her position shall give two (2) weeks' notice.
2. Earned vacation and personal days for secretaries shall be paid according to the portion of full months worked to the total contract year, unless proper notice has not been given. If the full two (2) weeks' notice is not given, earned vacation and personal days shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall

be used in calculating the amount of notice given by the employee.

E. All summer employment opportunities for unit members, as well as teaching vacancies for an upcoming school year shall be posted. The Board shall be responsible to post said positions on the bulletin board in the main office and main faculty room of each building as well as utilizing e-mail and/or automatic telephone messaging provided these electronic methods are functioning. This posting shall include the rate of pay, the anticipated duration of employment and all the qualifications for the position.

F. Bus Personnel Licensing and Exams

The Board shall pay for initial and required physicals for New Jersey license holders and yearly-required exams for Pennsylvania CDL license holders. The Board will only pay what is not covered by the drivers' health insurance. Drivers are responsible for any cost associated with security clearance (i.e. fingerprinting) and commercial driver's license (CDL). Copies of licenses and medical cards must be provided to the Transportation Coordinator upon renewal.

G. Bus Personnel Seniority

Seniority for bus personnel is defined as continuous length of service within the District. Such service will be calculated from the first day of the employee's most recent date of hire, as evidenced by the employee's personnel file. In the event that two employees were employed on the same day, the order of hiring in the Board of Education meeting minutes will determine the most senior employee. The Board shall establish and maintain a seniority list of employees. The Transportation Coordinator shall revise the list annually and post it at the start of each school year.

An employee shall lose seniority rights for any one of the following reasons:

1. If any employee quits; or
2. Is discharged for proper cause; or
3. Does not return to work in seventy-two (72) hours when recalled to service after a reduction in force unless excused for illness or other valid reasons; or
4. Is absent for (2) or more consecutive days or shifts without notifying the Transportation Coordinator or Business Administrator, unless the

- employee can establish that it was impossible to so notify the Transportation Coordinator or other superior; or
5. Taking a leave of absence for a period of 6 months or more will result in the loss of one year of seniority.

ARTICLE IV, EMPLOYEE RIGHTS

A. Required Meetings or Hearings

Whenever any member of the collective bargaining unit is required to appear before the Board of Education, any committee thereof or administrator/supervisor, that member shall be notified in writing prior to the meeting if any matter which would adversely affect the continuation of that member in his/her office, position or employment or the salary or any increments pertaining thereto, or any negative material related to their professional performance may be entered in their personnel file. The individual may then exercise his/her right to have Association representation present to advise him/her. Any comments of a negative nature that are to be included in the individual's personnel file must contain the signature of the employee and administrator/supervisor as well as the date. The signature of the employee only indicates that he/she has seen the document and not that he/she agrees with the content. Rebuttals may be attached if provided to the Superintendent by the unit member within ten (10) school days of the date of the signing of the document. The Superintendent will notify the unit member of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.

B. Association Identification

No member of the collective bargaining unit shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste.

C. Just Cause

Unless a just cause therefore exists, no employee shall be disciplined, reduced in rank, or monetary compensation. Any such action by the Board, or any agent or representative thereof, shall not be made public until formal action thereon is taken by the Board.

D. Past Practices

Unless otherwise provided in this Agreement, nothing contained in this Agreement shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any terms and conditions of employment existing prior to its effective date.

ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish upon request of the Association a current roster of certified personnel (as of September 1), one (1) copy of the agendas and the minutes of all public Board meetings, and one (1) copy of the names and addresses of all unit members. The Board also agrees that upon written request from the Association or any member thereof prosecuting a grievance beyond Level Two, it will provide all requested information as necessary to process the grievance.

B. Use of School Buildings

The Association and its representatives shall have the privilege to use school buildings at reasonable hours for meetings. Prior approval of the time and place by the Superintendent or his/her designee, shall be required but shall not be withheld unreasonably.

C. Use of Equipment

The Association shall have access to use school facilities and equipment, including typewriters, computer equipment, copying machines, calculating machines, and all types of audiovisual equipment at reasonable times and when such equipment is not otherwise in use. The Association shall pay the actual cost of all materials incidental to such use. No equipment shall be removed from school property. The Association will pay for any damage incurred, loss, or theft of borrowed property. Permission of the building principal or his/her designee, shall be required. Such permission shall not be withheld unreasonably.

D. Use of Bulletin Boards

The Association shall have, in each school building, space for its use on the bulletin board in each faculty lounge. Material to be posted shall be in good taste.

E. Inter-school Mail

The Association shall have the reasonable use of the inter-school and intra-school mail facilities and school mailboxes as it deems necessary. Permission of

the building principal or his/her designee shall be required. Such permission shall not be withheld unreasonably.

F. Participation in Meetings

1. During the annual Orientation meeting of staff, the Association President or designee shall, if it so requests, have 30 minutes time on the program.
2. An Association representative may speak to the staff at any faculty meeting for a reasonable time upon the request of the representative. The principal shall place the representative's request on the agenda.
3. Whenever possible, the notice of, and agenda items for any meetings shall be announced to the staff involved, at least one (1) day prior to the meeting. Unit members shall have the opportunity to suggest items for the agenda.

G. Association President's Duty

The association president shall be given one duty period in his/her schedule to be used for the purpose of Association business. Said duty period will be in addition to contractually required prep periods. The duty period shall last for the duration of the school year.

ARTICLE VI, MANAGEMENT RIGHTS

Subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VII, WORK YEAR

A. Ten-Month Employees

1. The in-school work year for teachers and paraprofessionals employed on a ten (10) month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-six (186) days, 181 of which shall be instructional days. The additional days shall include one (1) full day county in-service, the first orientation day, the last day for professional staff and days to satisfy the one hundred hours required under the continuing education mandates.
2. The work year for Resource Personnel shall be the same as the students' school year.
3. The work year for ten (10) month secretaries shall be from September 1 through June 30.
4. The work year for Bus Personnel shall be the same as the students' school year of the bus driver's assignment with an addition of one orientation day prior to the start of school. Drivers are to be present and prepared to work on all student days barring illness or other approved absence.

B. The school calendar shall be established by the Board.

C. Holiday Schedule - Secretaries

All secretaries, full and part/time, are entitled to the seventeen (17) following holidays:

- Independence Day
- Labor Day
- NJEA Convention (2 days)
- Thanksgiving (2 days)
- Winter Holiday (2 days)
- New Year's Day
- Martin Luther King Day
- Presidents Day Holiday
- Good Friday
- Spring Holiday (2 days)
- Memorial Day
- Open Holidays* (2 days)

*Each secretary may select two holidays of his/her choosing as long as that day is a day that school is closed for students and is approved by the immediate supervisor. Reasonable notice shall be given and supervisory approval shall not be arbitrarily withheld. These holidays can be used during emergency closing days without prior approval.

If one of the above holidays is lost due to a calendar change, an individually chosen make-up holiday/vacation day will be provided. Reasonable notice shall be given and administrative approval shall not be withheld unreasonably. These make-up holidays must be used during the school year in which they are earned.

D. Vacation Schedule - Secretaries

1. Vacation time may be taken at any time during the year and shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.

2. Vacation days are allotted as follows:

Upon employment, eligible secretaries earn vacation days at the rate of .83 per month (10 days/12 months = .83). These days accrue until July following the date of employment when they are available to be used.

A full year allotment of vacation days is available each July thereafter according to the following schedule, provided the employee worked the full previous year. Employees must complete the year indicated below before moving to the next tier.

After years	1 - 5	10 days
	6 - 8	12 days
	9 - 11	15 days
	12 - 14	18 days
	15 - 17	20 days
	18 - 19	22 days
	20 and 20+	25 days

ARTICLE VIII, TIME REQUIREMENTS

A. TEACHERS' WORKING HOURS

As professionals, teachers are expected to devote to their assignments the time necessary to meet

their responsibilities, but they shall not be required to "clock in or out" by hours and minutes. A teacher shall indicate his/her presence at the beginning and end of the workday according to the procedure established by the Administration.

1. The teacher's school day shall be no more than 7 hours and 20 minutes in length. The teacher's day may be extended under stipends for assignments provided for in this agreement and agreed to voluntarily by the teacher and administration. The teachers who extend their day by their own volition will not be compensated.
2. Teacher-student contact time shall be no more than 267 minutes per average day.
3. Teacher-student contact time consists of the following: Classroom instruction, homeroom, study hall supervision, lunch supervision, and library supervision.
4. Teachers shall have a daily duty-free lunch period approximately in the middle of the school day, equal in length to that of the students' lunch, but not less than 30 minutes excluding passing time normally allocated between periods.

Teachers required to travel between the middle school and high school during the course of the school day shall be assigned five (5) classes plus a duty/travel period. In the event that said travelling teacher is assigned a sixth class, said teacher shall receive a stipend of \$1100 per semester.

5. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period but they must indicate their leaving and return by notifying the building main office staff. Teachers may leave the building during their preparation period with prior approval of the building principal, or designee, but teachers must return to the building before the end of their preparation period. Prior approval of the building principal, or designee, will not be unreasonably withheld.

6. Exceptions to the provisions of Section A (4) and (5) above may be made in cases of extreme emergency.
7. Teachers employed full time (6 teaching/duty periods) shall have the equivalence of two full class periods of preparation time per day or six full class periods of preparation time per schedule rotation unless compensated at class coverage rate for loss of said preparation period.
8. If a teacher is assigned five class preparations per semester, they will be compensated at a rate of \$1,100 per semester paid at the conclusion of the semester. No teacher will be assigned more than 5 preparations per semester.
9. In the event that this schedule cannot be implemented in an educationally sound manner, the Board may implement a schedule consistent with the terms of the contract.
10. Teachers may be required to attend one meeting during their preparation period per four-day rotation. Any teacher who is required to attend additional meetings which causes them to lose a preparation period will be compensated at the rate of a class coverage for one period.
11. Part-time teachers (less than 25 hours per week) shall only be required to attend meetings during their scheduled workday. The teacher shall be responsible for getting any missed information from the administration.
12. Special Education Classroom Teachers required to write instructional IEPs will be granted professional days as follows:
1-5 IEPs = ½ day, 6-10 IEPs = 1 day, 11+ IEPs = 1 ½ days

- B. Teacher participation in field trips and co-curricular activities may be scheduled to extend beyond the teacher's in-school workday. Overnight and weekend trips shall be voluntary unless assigned and required by the administration.

- C. Teachers are expected to perform supervisory duties during days when the school schedule is modified for testing and other special events.
1. Attempt of notification of assignments will be made at least five school days prior to testing or special event days unless substitutions arise due to absenteeism. If notification is two days or less, the employee shall be compensated at the coverage rate for the time spent testing. There will be no compensation if there is written notification from the State Department of Education that they made changes to the schedule within the 2 day period.
 2. If testing or other special events occur during the prep period, teachers will be compensated at the rate of a teacher coverage for that prep period except on full non-instructional testing days.
- D. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty meetings, department meetings or other special meetings. No teacher shall be required to attend more than thirty (30) such meetings during any one school year. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for no more than sixty (60) minutes except in cases of emergency involving the health and safety of students and/or teachers and where, as determined by the administration, a memo, phone call or mass e-mailing would not be able to convey the information. If additional time is needed, students shall be dismissed early.
- E. Teacher participation in extracurricular activities which extend beyond reasonable extra time in addition to the regular school day and for those special services set forth in Appendix E shall be compensated for in accordance with Appendix E.
- F. 1. The teacher workday on the last day of school shall begin at 8:00am and end at 2:45pm or when the teacher has completed normal school closing procedures without negating supervisory responsibilities.
2. Fridays and days prior to holidays, teachers may leave fifteen (15) minutes after the students' dismissal.

3. School will close after a state-recognized four (4) hour session on the last school day prior to the Thanksgiving and Winter holidays.
4. If a Back-To-School Night is scheduled for any building, there will be an abbreviated school day for students and staff for that building with a dismissal at the end of a four hour session.

G. Secretarial Working Hours

1. Working hours for full-time secretaries shall be from 7:15 a.m. until 3:30 p.m. Monday through Friday, from the first day of school for teaching staff in September through the last day of school for teaching staff in June.
 - a. A duty-free lunch period of one (1) hour shall be provided.
 - b. Two (2) uninterrupted "coffee breaks" each of 10-minute duration shall be provided. One such break may be taken in the morning and one in the afternoon. The administration may schedule these breaks if necessary.
 - c. Secretaries may leave at 3:15 p.m. on Fridays unless needed due to an emergency situation.
 - d. As determined by the building administration and approved by the Superintendent, summer hours will be 6.5 hours worked, from the day following the last day of school for teaching staff in June through the day preceding the first day of school for teaching staff in September. The superintendent shall have discretionary authority to adjust the starting and ending times to meet building needs.
 - e. Secretaries may leave one-half (1/2) hour after students on the last working day prior to holidays unless needed due to an emergency situation as determined by the Superintendent.
 - f. Secretaries may leave one-half (1/2) hour early on the last working day prior to the Fourth of July holiday.

g. Part-time secretaries will work hours as assigned by the administration, except in the case of an emergency, notice will be provided fourteen (14) calendar days in advance of any change.

2. Secretaries shall be present at work on emergency closing days unless instructed otherwise by the Superintendent. Secretaries shall report as close as possible to the normal starting time, but no later than 11:00 a.m. or the day shall be charged as a vacation day.

3. Overtime (defined as working hours in excess of a 40-hour work week) *

a. All overtime on weekends or holidays shall be voluntary.

If volunteers are not available or, in the judgment of the administration, specific skills are required, the administration has the right to assign overtime to the secretary it determines is necessary to perform the assignment. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.

b. Overtime other than on weekends or holidays shall be worked as required by the administration. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.

c. Overtime shall be paid at the rate of one and one half

(1 1/2) times the hourly rate, and double time on weekends and holidays. In the alternative, compensatory time may be taken following the formula for hourly compensation to arrive at the equivalency in time.

d. Paid days off will count as if worked for computing overtime beyond seven and one-quarter (7 1/4) hours.

* Note - Compensation shall be at the regular hourly rate (or compensatory time if the employee

chooses) for the hours between the regular work week and the beginning of the overtime rate. (40 hours less $36 \frac{1}{4} = 3 \frac{3}{4}$ hours)

4. Secretaries employed on a ten-month basis will be paid at a rate equal to 10/12 of the annual salary of their appropriate step.

I. Paraprofessional Working Hours.

Working hours for paraprofessionals shall be parallel to those of teachers with regard to starting time, leaving time and length of lunch periods. Paraprofessionals shall have one preparation time per day or three (3) full class periods of preparation time per schedule rotation unless compensated at class coverage rate for loss of said preparation period. Paraprofessionals may leave the building without requesting permission during their scheduled duty-free lunch period, but they must indicate their leaving and return by notifying the building main office staff. Paraprofessionals may leave the building during their preparation period with prior approval of the building principal, or designee, but paraprofessionals must return to the building before the end of their preparation period. Prior approval of the building principal, or designee, will not be unreasonably withheld.

J. Bus Personnel Working Hours.

1. The Transportation Coordinator will organize regularly scheduled daily runs into "packages" or grouped routes. Drivers will select such packages prior to the commencement of school in order of seniority. The package shall be a minimum of five (5) hours per day for any driver contracted full time as of July 1, 2007.
2. After the route list is exhausted, any driver may then be asked to carry out this run. Extreme emergency situations will be assigned to any available driver, provided the list is followed, if possible.
3. Drivers shall indicate their presence for duty by initialing the sign in/ sign out roster in the drivers' workroom.
4. In the event that drivers are scheduled to drive an extra route due to building schedules or other circumstances, the driver will be paid

at the same hourly rate paid for their regular route. A time sheet must be submitted.

5. Mandatory drivers meetings will be called by the Transportation Coordinator as needed. Drivers will be reimbursed at \$11.50 per hour for these general transportation staff meetings.
6. Safety training is considered a mandatory meeting and drivers will be reimbursed at \$11.50 per hour for any safety meetings.
7. Drivers must abide by all procedures set forth in the driver's handbook.
8. Drivers are to be available for emergency duty as called by the Transportation Coordinator.
9. Drivers may miss a pre-scheduled mandatory driver or safety meeting by utilizing sick leave or personal leave. In the case of an emergency, drivers must notify the Transportation Coordinator with the reason for missing the meeting. A missed mandatory drivers meeting or safety meeting must be made up within five (5) calendar days of the date of the meeting. Failure to attend or make up the meeting, for whatever the reason, may result in discipline and/or loss of pay.
10. When a driver is reporting an absence due to illness for any part of the regular work day, the driver will be ineligible to drive a route outside the regular package for that day.

K. Resource Personnel's Working Hours

Working hours for Resource Personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.

ARTICLE IX, NON-TEACHING DUTIES

- A. Procedures governing the collection, care and disposition of money collected from students were developed by the Educational Council and were adopted by the Board of Education.
- B. Mileage Reimbursement

In the event a school vehicle is used to transport students to activities (including practice sessions) taking place away from the school building and a teacher is authorized to drive, the teacher shall be compensated for a rate commensurate with the regular rate set for payment of bus drivers for field trips. The teacher will be compensated at the rate for the time spent on the road. Teachers who are authorized to use their own vehicles for school purposes will be compensated at the rate established by the IRS as of January 1 of each year. All employees submitting claims for mileage reimbursement must first provide a Certificate of Insurance verifying they maintain liability coverage of a minimum of \$50,000 /\$100,000. Monthly submissions of \$25 or more are requested.

C. Extracurricular Assignments

1. All extracurricular positions will be declared open at the end of the school year or athletic season. Reemployment in a position is not automatic and is dependent upon the recommendation of the administration and the confirmation of the Board of Education.
2. In May of each year or at the end of the season, the administration will notify all staff members to apply in writing for any and all positions which they desire. This will be accomplished by posting all extracurricular positions on the main office and main faculty room bulletin boards and by written notification in staff mailboxes or by email.
3. A staff member's qualifications, previous performances and requests for other contracts will be considered in filling each position. All Warren Hills employees who apply for an extracurricular position will be given an opportunity to interview for said position.
4. In the event that a coach/extracurricular advisor is unable to fulfill the responsibilities of his/her position for a period of two weeks or longer, the administration shall have the right to replace the coach/advisor immediately and assign the duties and remaining stipend to the new coach/advisor. The superintendent will be able to reinstate the coach/advisor if he/she is able to resume the duties of position.
5. If a coaching position is eliminated midseason, said coach will be reassigned to another coaching position for the remainder of the season. An

extracurricular advisor position may be suspended at the start of a new semester with notification being given to the advisor at least 10 working days prior to the start of said semester. Positions may be reposted for the next semester.

6. Bus Personnel - Routes Outside the Regular Package

- a. The rate for routes outside the regular package shall be \$17.50/hour during weekdays and \$18.00/hour during weekends.
- b. All routes outside the regular package shall be scheduled through the Transportation Coordinator's office after approval by the Superintendent and building administration. Routes outside the regular package shall not be taken if they interfere with a driver's regularly scheduled package.
- c. Assignment to routes outside the regular package will be on a rotational schedule as detailed below, beginning with the most senior driver to least senior drivers for drivers covered by this agreement. If a driver chooses not to drive routes outside the regular package at all, his/her name will be deleted from the list. Should a driver refuse a route outside the regular package when his/her name occurs in the rotation, they will move to the bottom of the list and the Transportation Coordinator will assign the next most senior driver in the rotation.
 1. Unit members will have first choice of eligible routes on school days on a rotational basis.
 2. On non-school days, the rotational list shall include unit member and non-unit member bus personnel employed by the Board. The unit member drivers will start at the top of the list based on seniority. This list will not be used for mid-day mail runs or summer transportation.
 3. Mid-day mail runs shall be assigned on a monthly basis. The rotational list shall include unit member and non-unit member bus personnel employed by the Board. The unit member drivers will start at the top of the list based on seniority.
 4. The rotational list for summer transportation shall include unit member and non-unit member bus personnel employed by the Board. The unit member drivers

will start at the top of the list based on seniority.

5. Once a unit member reaches 40 hours in a week, including his/her regular route, the assignment of additional routes will be at the transportation coordinator's discretion.
 6. The rotational list of non-unit member bus personnel referenced in 2,3 and 4 above shall not exceed ten(10) non-unit member drivers.
- d. When special circumstances arise, drivers may be asked to drive a route outside the regular package as assigned by the transportation coordinator. These routes shall be paid at the approved rate. Routes not contiguous to a drivers regularly scheduled hours will be paid a minimum of one and a half (1 ½) hours.
 - e. Drivers are expected to remain at the premises for all activities unless directed otherwise by the Transportation Coordinator.
 - f. Drivers are responsible for their own meals.
 - g. Drivers will be reimbursed for tolls upon submitting vouchers and receipts.
 - h. All summer transportation will be paid at the rate for routes outside the regular package. The minimum time paid will be one (1) hour.

ARTICLE X, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. The Superintendent shall notify each staff member by e-mail and/or automated message equipment, and post in all school buildings a list of all known, unfilled and newly created positions as they occur. The posting notice shall set forth the qualifications for the position and the minimum salary the Board expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice. During the summer recess, unit members will be notified of vacancies by using either e-mail or automatic telephone messaging. The posting notice shall identify any non-obvious qualifications. The salary scale for these positions will be stipulated unless already included as part of the bargaining contract. Certificated staff vacancies may also be advertised in

the Newark Star Ledger. Non-certificated positions may be advertised in The Express-Times.

- B. Teachers who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference. Decisions pertaining to assignments shall be made by the Superintendent of Schools after consultation with principals and department supervisors. Upon reaching his/her decision, the Superintendent or his/her designee shall notify the employees involved.

- C. As soon as practicable, and no later than the last two weeks of school, the Superintendent shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all personnel, excluding bus personnel. In the event of change of assignment, the unit member involved will be notified at the earliest possible time. Upon request of the unit member, a consultation with the Superintendent or his/her designee will be held concerning such change. Bus personnel shall be offered their routes no later than two (2) weeks before the start of school.

ARTICLE XI, PROMOTIONS

- A. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including, but not limited to, positions as specialists. All vacancies in promotional positions, including specialists, shall be publicized by the Superintendent in accordance with the following procedure:

- 1. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least ten (10) work days before the final date when applications must be submitted and a copy of said notice shall be given to the

Association at the time of posting. Members of the collective bargaining unit who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.

2. When school is not in session, the Superintendent shall notify each unit member by e-mail or automatic telephone messaging.

ARTICLE XII, SICK LEAVE

A. Number of days

1. Each teacher and paraprofessional employed by the Board shall be entitled to eleven (11) days of sick leave in each school year, commencing the first official school day of said school year whether or not the teacher or paraprofessional reports for duty on that day.
2. Twelve (12) month secretaries shall be credited at the rate of twelve (12) sick days per year. Ten (10) month secretaries shall be entitled to ten (10) sick days per year. Part-time secretaries shall receive sick leave prorated based upon the percent of hours/day worked compared to a full time secretary.
3. Resource Personnel and Bus Personnel shall be entitled to ten (10) sick days per year.

B. Accumulative

Unused sick leave days shall be accumulated from year to year without limitation.

C. Certification

The Superintendent or Designee shall have the discretion to require a medical certificate if the unit member is absent.

D. Notification of Accumulation

Members of the collective bargaining unit shall be given a written accounting of accumulated sick leave days accrued to the end of the prior year no later than

October 1 of each school year. Unit members will approve the accounting and verify its accuracy in writing yearly.

E. Payment of Unused Sick Leave

1. Any unit member who retires from the district, according to the provision of the T.P.A.F. or P.E.R.S., in order to receive immediate benefits and not merely "deferred retirement" and has at least ten (10) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave.

2. Any unit member who severs service from the district with at least fifteen (15) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave.

3. To be eligible for the payment, a unit member must notify the Board of his or her intention to retire at least nine (9) full months prior to the effective date of the retirement. Failure, for any reason, to give the required notice shall render the Unit member ineligible for the payment until July 15 of the fiscal year following the unit member's departure.

4. Reimbursement for those unit members who qualify for payment shall be reimbursed as follows:

For unit members except bus personnel
\$50 per day for days 1-100
\$55 per day for days 101-200
\$60 per day for days 201+

For bus personnel
\$37 per day for days 1-100
\$40 per day for days 101-200
\$45 per day for days 201+

5. If a unit member should die while employed in the district, payment for unused sick leave would be made to the estate of that employee.

F. If a unit member is absent from work under the terms of this contract, said member is required to notify the Board-appointed designee in accordance with the

approved procedure. Said unit member will not be responsible for arranging substitute coverage.

ARTICLE XIII, TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

Members of the collective bargaining unit are entitled to the following temporary non-accumulative leaves of absence with full pay. Verification that the leave complies with the following conditions may be required:

1. Personal

Up to three (3) days personal leave shall be granted to a unit member during a school year for personal business that cannot be handled outside of school hours. Request for leave must be made to the building principal or transportation coordinator in advance of the day requested, except if the day requested is before or after a school holiday, when five (5) days notice must be given. No reason need be given for personal days provided. However, a reason must always be given if the leave is sought for a day before or after a school holiday. No more than three percent (3%) rounded up to the nearest whole number of the unit members may receive the same day off before or after a school holiday. The Superintendent shall have the discretion to approve additional requests for leave for days before or after a school holiday.

2. Death

a. Up to five (5) days will be granted in case of the death of
a member of a unit member's family, which, for purposes of this contract shall include the following: husband, wife, child, father, mother, any other member of the immediate household.

b. Up to three (3) days will be granted in case of the death
of a member of a unit member's family, which, for purposes
of this contract shall include the following:
brother, sister, father-in-law, mother-in-law.

c. For all unit members, with the exception of bus personnel,

up to two (2) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother-in-law, sister-in-law, grandparent.

d. A one (1) day leave of absence will be granted for death of other relatives or close friends of a unit member. No more than two (2) shall be granted in any given school year.

3. Military

A unit member who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence for such period with pay.

Whenever such military field training, required activation to duty, or attendance at service schools requires that the unit member remain for a longer period than the prescribed two (2) weeks, Federal and New Jersey Law regarding such leave for military purposes will be complied with by the district.

4. Association Business

Officers and official representatives of the Association shall be granted a collective total of ten days during the school year to conduct Association business. No more than two persons per day may be absent for such business. The Association shall reimburse the district at the current minimum daily substitute rate.

5. Family Illness

Up to two (2) days during each year of the Agreement may be granted for illness to a member of the immediate family/household. An employee Leave of Absence form is required.

6. Non-paid Days to Observe a Religious Holiday

Up to two (2) days per year without pay maybe taken with prior approval of the Superintendent to observe religious holidays.

B. Extensions

Extensions of any temporary leave set forth in Paragraph A(1), (2), (3) or (5) above may be made at the discretion of the Superintendent of Schools.

C. Additional Leaves

Leaves taken pursuant to this Article shall be in addition to any sick leave to which the unit member is entitled.

D. The Superintendent has the final authority to deny any and all requests for leaves of absence without pay.

E. Attendance Incentive

After the conclusion of the school year, and not later than July 31, the Board will provide the following bonuses to full/time unit members who have been employed for the entire preceding school year to encourage improved staff attendance. The Unit member shall choose Option 1 or 2 by June 15.

Option 1: Unit members excluding bus personnel

No personal days used	\$360
One personal day used	\$240
Two personal days used	\$120
No personal and no sick days used	\$500

Bus personnel

No personal days used	\$245
One personal day used	\$163
Two personal days used	\$82
No personal and no sick days used	\$340

Option 2: Unused Personal days shall rollover to Sick days and accumulate.

ARTICLE XIV, EXTENDED LEAVES OF ABSENCE

A. Military

Military leave without pay shall be granted to any member of the collective bargaining unit who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

B. Maternity Disability Leave

Sick leave related to the birth of a child will be granted upon request during the period four weeks prior to and four weeks following the day of birth. Beyond these limits, a request for extended sick leave related to the birth of a child should be accompanied by a doctor's note explaining the nature of the disability, stating the need for continued absence from work and the estimated date for return to work.

C. Family Leave Act

Employees will be entitled to leaves of absence as stipulated under the provisions of the Family Leave Act.

D. Child Care

1. A child care leave of absence without pay will be granted to any tenured unit member at the employee's request. Such leave shall not exceed a total period of two (2) years. The applicant shall make his/her intentions regarding the commencement and termination dates of her requested leave known to the office of the Superintendent as soon as possible. Before returning to work, the employee shall present a doctor's certificate of physical fitness.
2. A unit member on child care leave shall have the opportunity to substitute in the Warren Hills School District in the area of the employee's certification at the discretion of the Superintendent of Schools.
3. If the pregnancy is terminated before full term and birth of the child, the unit member may apply for termination of leave allowing at least one (1) month for fair notice of her substitute and for her own health. Such return must be accompanied by a certificate of physical fitness from the unit member's personal physician.
4. Any tenured unit member adopting an infant child shall be granted a leave of absence up to a period of two (2) years without pay. Such leave shall commence upon the unit member's receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption.
5. Return from child care leave, except as provided in Paragraph 3 above, or leave for adopting

purposes shall coincide with the beginning of a marking period or school year. An employee may submit a written request to return at a time other than the beginning of a marking period or school year. Return during the school year shall be at the discretion of the Superintendent of Schools. If request to return is denied, medical benefits will be reinstated effective the date specified in said written request and in conjunction with a physician's release to return to work.

E. Miscellaneous

1. Other requests for leaves of absence will be considered on a case by case basis and the decision of the Board of Education in these matters is final.
2. Upon return from leave granted pursuant to Section A of this Article, a unit member of the collective bargaining unit shall be considered, as if he/she were actively employed by the Board, during the leave and upon his/her return, shall be placed on the salary schedule at the level he/she would have achieved, if he/she had not been absent. To receive increment credit, a ten month unit member must work or receive a salary for ninety-four (94) days per year, and a twelve month unit member must work or receive a salary for one-hundred twenty one (121) days per year.
3. All extensions or renewals of leaves shall be applied for in writing. If granted, notification shall also be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XV, INSURANCE PROTECTION

- A. As of the beginning of the current contract year, the Board shall provide the health care insurance protection designated below. The Board shall pay the coverage premium appropriate for each unit member's family status. Any unit member who wishes to waive any or all medical insurance protection components, can opt for payment as defined in B, in lieu of benefits. Employees hired before September 1, 2002 may select either the "Blue Cross/Blue Shield Choice Plan" or the "Blue Cross/Blue Shield Traditional Plan." Anyone who chooses to remain in the Traditional Plan must contribute 50% of the difference in cost from the Choice Plan. This may be paid with pre-tax dollars.

All employees hired on or after September 1, 2002 will receive "Blue Cross/Blue Shield Choice Plan" with the option to buy up to the "Blue Cross/Blue Shield Traditional Plan" at their own expense. The details of either plan are available in the business office of the Board.

Medical Insurance Component: (\$10 Co-Pay)

1. Blue Cross/Blue Shield, Hospital
2. Blue Cross/Blue Shield, Physician
3. Blue Cross/Blue Shield, Major Medical
4. Blue Cross/Blue Shield, Out-Patient

Prescription Insurance Component:

5. Co-pay Prescription Drug
 - \$0 Mail-Order
 - \$5 Generic
 - \$12 Name Brand

Dental/Orthodontics Insurance Component:

6. Dental Coverage
7. Orthodontics Coverage
 - 2007/08 - \$2000/person/lifetime
 - 2008/09 - \$2250/person/lifetime
 - 2009/10 - \$2500/person/lifetime

(Note: Bus Personnel are eligible for single coverage only. They may purchase dependant coverage at the group rate)

B. Waiver of Insurance

Any employee who waives medical, dental and/or prescription insurance coverage for themselves and/or any eligible dependents, will be paid according to the table below. The payment of such waiver is in June of the academic year when the waiver was selected. For shorter periods the waiver will be prorated. Reinstatement under a plan's insurance coverage at any other time of the year is limited to instances when the employee or their eligible dependent(s) loses coverage as a dependent under their spouse's insurance plan. Reinstatement under this circumstance will be immediate and without restriction or penalty. Status of insurance would be the same as prior to waiver. Employees interested in the waiver must present proof of alternate coverage to the Board Secretary in order to be eligible.

Waiver Amounts Table

Family	Single	Parent/Child	Husband/Wife
Medical \$3395	\$1330	\$1940	\$2900
Prescription \$1335	\$580	\$750	\$1160
Dental \$375	\$130	\$210	\$215
All three \$5105	\$2040	\$2900	\$4275

- C. The above coverage shall be placed with Blue Cross/Blue Shield, provided, however, that if another carrier, approved by the New Jersey Department of Insurance, should offer insurance coverage equal to or better than that provided in Paragraph A of this Article, and at the same or lesser rates than the above-named carrier, then such insurance may be procured under contract with such other carrier, upon approval of both the Board and the Association, without formal amendment of this contract.
- D. In order to qualify to receive health care insurance benefits, unit members must work a minimum of 25 hours or more per week. Teachers must be scheduled a minimum of four periods with one preparation period.
- E. The Board shall provide for continuance of healthcare insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association. The retiree shall be responsible for all premium costs involved.
- F. The Board shall request the carrier to provide to each new staff member a description of the healthcare insurance coverage provided under this Article, no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.
- G. The Board will provide an in-district human resource person to act as an advocate for insurance/coverage concerns.
- H. An IRS Section 125 Plan will be established by the Board.

ARTICLE XVI, PROFESSIONAL DEVELOPMENT AND EDUCATION
IMPROVEMENT

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with

any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher is required and/or requested by the Board to pursue. The Board's obligation under this provision, however, shall not extend to courses required for basic teacher certification.

- B. The Board agrees to provide 100 percent tuition reimbursement at the agreed upon rate, up to 15 credits per year (course starting dates from July 1 to June 30), for graduate courses full time teachers wish to pursue that are in the field of education and tuition reimbursement up to a rate of 50 percent for all other courses that are related to the field of education. The reimbursement rate for all graduate course credits shall be no more than the Rutgers instate rate per credit as of July yearly. The Board is not obligated to reimburse staff for courses taken in pursuit of study unrelated to the field of education. To move horizontally on the salary guide, credits must be earned through successful completion of graduate level courses. The maximum amount of tuition reimbursement for each year shall be no more than \$95,000. Unused funds shall roll over from one year to the next for the term of this agreement. Course reimbursement will be divided into four periods, with the following deadlines for submitting necessary paperwork for reimbursement: September 15, January 15, March 15, June 15. If during any particular reimbursement period, tuition submitted exceeds the remaining balance of that year's cap, the funds will be evenly distributed on a per credit basis.
- C. Courses for which reimbursement will be claimed must be presented to the Superintendent for approval prior to the actual experience. If the course is not approved, the applicant may, upon completion of the course, again apply for reimbursement. If reimbursement is again denied, he/she may proceed with the grievance procedure at Level F-3, Board of Education.
- D. The reimbursement policies as stated in Paragraph B and C shall apply to tenured teachers. Non-tenured teachers shall receive the same benefits at the rate of 50 percent reimbursement.
- E. On-line courses from accredited educational institutions recognized by the Certification/Licensing Division of the N.J. Department of Education shall be eligible for reimbursement under the same conditions as traditional courses. Video courses are not eligible for reimbursement.
- F. Reimbursement for summer professional development shall be at the rate of \$25 per hour. Teachers shall have the

option of selecting comp time on a minute for minute basis in lieu of monetary compensation for summer professional development. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.

- G. To provide an incentive to secretaries, paraprofessionals and resource personnel toward professional development and improvement, the Board agrees that it will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other sessions which a secretary, paraprofessional or resource personnel is required or requested to pursue or which a secretary, paraprofessional or resource personnel may wish to pursue for professional development with Board approval. This provision should not be construed to obligate the Board in any way to reimburse staff for the pursuit of an undergraduate degree.
- H. Staff development will be organized by the district Continuing Education Committee in accordance with state regulations and district objectives. Teachers will be provided an opportunity to amass the required hours of continuing education over any five-year period.
- I. Beginning in the 2007-08 school year, the Board shall compensate a teacher with a \$750 stipend upon receipt and maintenance of a current National Teaching Standard Board Certification. This payment shall be made annually at the end of the school year to a teacher who maintains a current certification.

ARTICLE XVII, EMPLOYEE EVALUATION

- A. 1. A member of the collective bargaining unit shall be given, within seven working days, a copy of any evaluation report prepared by his/her evaluators prior to any conference held to discuss it. If the unit member is dissatisfied with his/her evaluation conferences, he/she may request an additional conference prior to the evaluation being placed in his/her file. No such report shall be submitted to the central office, placed in the unit member's file, or otherwise acted upon without a prior conference with the member. Members of the collective bargaining unit shall sign the completed evaluation form, but this shall indicate only that the report has been read by the member, and in no way indicates agreement with the

contents thereof. Such intent shall be specified on the form.

2. Rebuttals to the evaluation may be attached to the evaluation if provided to the Superintendent by the unit member within ten (10) school days of the signing of the document by the unit member. The Superintendent will notify the unit member of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.

3. Any changes to the evaluation process, except those mandated by law, must be approved by the Association.

B. 1. Complaints regarding a member of the collective bargaining unit made to any member of the administration by any parent, student or other person who may be used in any manner in evaluating a unit member shall be promptly investigated. The unit member shall be given an opportunity to respond to and/or rebut those complaints, which, as a result of the investigation, shall become part of his/her file.

2. The member of the collective bargaining unit shall acknowledge that he/she has the opportunity to review such complaint 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 unit member shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. Any responses must be filed with the Superintendent within ten (10) school days of their notification of the complaint.

C. Each non-tenured teacher should be observed and evaluated at least three (3) times during the school year.

D. A bus personnel's continued employment shall be contingent upon his/her performance and attention to all aspects of his/her responsibility.

ARTICLE XVIII, SALARIES

A. The salary of each teacher covered by this Agreement is set forth in Appendix A which is attached hereto and made a part hereof. The salary of each secretary is

set forth in Appendix B which is attached hereto and made a part hereof. The salary of each paraprofessional is set forth in Appendix C which is attached hereto and made a part hereof. The salary of each Resource Personnel is set forth in Appendix D which is attached hereto and made a part hereof. The salary of each bus personnel is set forth in Appendix E which is attached hereto and made a part hereof. The stipend for each extra-curricular position is set forth in Appendix F which is attached hereto and made a part hereof. The stipend for each coaching position is set forth in Appendix G which is attached hereto and made a part hereof.

B. Method of Payment

1. Employees covered by this agreement who are employed on a twelve (12) month basis shall be paid in twenty-four (24) semimonthly installments.
2. Members of the collective bargaining unit employed on a ten (10) month basis shall be paid in twenty (20) equal semimonthly installments.
3. A member of the collective bargaining unit may individually elect to have a percentage of his/her monthly salary deducted from his/her pay. An employee must make a specific request in writing by September 1 of each school year. These funds shall be paid to the employee's bank of choice as in accordance with the policy of such agency.
4. Regular pay days are scheduled for the 15th and the last day of each month. When a pay day falls on or during a school holiday, vacation or weekend, members of the collective bargaining unit shall receive their pay checks on their last working day preceding such regularly scheduled pay day.
5. The final paycheck for teachers, paraprofessionals, bus personnel and resource personnel will be mailed or direct deposited five days after the close of the school year, but no later than June 30th, provided they have fulfilled all professional responsibilities, on or prior to such date.

C. Procedure of Withholding Increment:

Pursuant to statute, the Board may withhold the employment increment, or the adjustment increment, or both, of a teacher.

1. An increment may not be withheld for a cause relating to a teacher's classroom performance unless the following procedural steps have been accomplished:

- a. The teacher has been evaluated in accordance with the procedures established in Article XVII, "Teacher Evaluation."
- b. At least thirty (30) calendar days (but in no case later than May 15 preceding the school year in which such withholding would be effective) prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charge(s) alleged.
- c. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

2. An increment may not be withheld for a cause unrelated to a teacher's classroom performance unless the following procedural steps have been taken:

- a. At least ten (10) calendar days prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charges alleged.

- b. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

ARTICLE XIX, DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salary of any member of the collective bargaining unit dues for the Warren Hills Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association, as each unit member individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. All moneys, so deducted, together with records of any corrections shall be transmitted to the treasurer of the New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. Unit member's authorizations for salary deductions shall be in writing on the forms provided.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. An Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The notice of a unit member's withdrawal shall be filed prior to December 1 to become effective as of January 1 next succeeding the date on which notice of withdrawal is filed. Should a unit member file notice of withdrawal after December 1, withdrawal shall become effective as of July 1 next succeeding the date on which notice of withdrawal is filed.
- E. Representation Fee
 - 1. If a unit member does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee, as set by NJEA, up to, but not exceeding 85% of the Association member's fee to the Association

for that membership year to offset the costs of services rendered by the Association as majority representative.

2. Prior to the beginning of each membership year, the Association will submit to the Board a list of those unit members who have not become members of the Association for the current year. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks of those non-Association unit members during the remainder of the membership year in question.
3. The Association will notify the Board in writing of any changes in the list provided in paragraph 2 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said list.
4. On or about the last day of each month, beginning with the month of this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment.
5. The mechanics for the deduction of this representation fee and the transmission of such fee to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
6. The Association agrees to indemnify and hold harmless against any liability in damages or legal fees which may arise by reason of any action taken by the Board in complying with the provisions of this Article.

ARTICLE XX, TEACHER COVERAGE

- A. Teachers performing a class coverage, middle school lunch duty, middle school morning and afternoon bus duty, or morning student supervision shall be compensated at the rate of \$.72 per minute. Two on-call lists will be

maintained and posted in the main office of each building. One list will contain a period by period listing of the names of teachers who wish to be given priority for coverages and the other list will contain the names of the remaining available teachers. These coverages will be assigned in list order using the volunteer list first. When no one on the volunteer list is available, assignment will be made to the next person in rotation from the non-volunteer list. Dates of coverages will also be reported on this list. Refusals may be accepted with the understanding that they will be asked first on the next needed coverage.

B. Teachers performing duties authorized by the administration beyond student contact time shall be compensated at a rate of \$8.00 per quarter hour or part thereof.

C. The teachers shall have the option of selecting comp time on a minute for minute basis in lieu of monetary compensation for class coverages or duties. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.

ARTICLE XXI, GRIEVANCE PROCEDURE

A. Definitions

1. Contract Grievance: A "Contract Grievance" is a claim by a member of the collective bargaining unit, or group of unit members, that there has been a misinterpretation, misapplication or violation of this Agreement affecting a unit member or group of unit members.

2. Policy-Administrative Decision Grievance: A "Policy-Administrative Decision Grievance" is a claim by a member of the collective bargaining, or group of unit members, that there has been a misinterpretation, misapplication or violation of policies or administrative decisions affecting a unit member or group of unit members.

B. Time Limits

1. A grievance to be considered under this procedure must be

initiated by the unit member within thirty (30) days of the time the unit member knew of or should have known of the alleged misinterpretation, misapplication or violation of this Agreement, the policy or the administrative decision.

2. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process.
3. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of the procedure to appeal a decision on a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

C. Rights of Members of the Collective Bargaining Unit to Representation

1. Any aggrieved person may be represented at all stages of a grievance procedure by himself/herself, or, at his/her option a representative selected or approved by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall, if the grievance is appealed above Level One, be notified that the grievance is in process, have the right to have a representative present during further meetings with the grievant thereon, present its position in writing and receive a copy of the decision rendered thereon.

D. Forms

Forms for filing grievances and taking appeals shall be prepared by the Superintendent or his/her designee after consultation with the Association.

E. Service During Grievance Procedure

Members of the collective bargaining unit shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and Board policies.

F. Procedure - Contract Grievance

1. Level One - Principal / Transportation Coordinator

- a. A unit member with a grievance shall first discuss it with his/her principal or transportation coordinator in an effort to resolve the matter informally.
- b. If the Association is not satisfied with the informal discussion, a formal grievance will be filed with the building principal or transportation coordinator. The formal discussions with the principal shall be held within five (5) working days of receipt by the principal of the grievance.

2. Level Two - Superintendent

- a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion with the principal or transportation coordinator, appeal to the Superintendent of Schools.
- b. The appeal to the Superintendent shall be in writing specifying the matter submitted to the principal, the decisions made thereon and the desired relief.
- c. At the time the appeal is submitted to the Superintendent or upon receipt thereof by the Superintendent, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Superintendent shall render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.

3. Level Three - Optional - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the Superintendent of Schools, the decision made thereon and the desired relief.

- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference, whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
- f. This appeal to the Board of Education is optional with the grievant. Should the grievant not desire to appeal to the Board, resort may be had directly from Level Two to Level Four.

4. Level Four - Arbitration

- a. If the grievant is not satisfied with the disposition of is/her grievance at Level Two (or Level Three if an appeal to the Board was taken), he/she may, within twenty (20) days after the decision of the Superintendent or the Board of Education, whichever is later, with the consent of the Association, submit the matter to arbitration.
- b. No claim by a unit member shall constitute a grievable matter beyond Level Two if it pertains to (1) any matter for which a detailed method of review is prescribed by law or which has traditionally been determined by the Commissioner of Education; (2) any matter which according to law is not mandatory negotiable.

c. Within ten (10) working days after receipt of written

notice of submission to arbitration, the Board and the Association shall attempt to agree on a mutually acceptable arbitrator from a roster to be submitted from the Public Employment Relations Commission. If the parties are unable to agree upon an arbitrator, a request will be made of the Public Employment Relations Commission to submit a second roster of names. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.

d. The arbitrator shall limit himself/herself strictly to the

issues submitted to him/her and shall consider nothing else. He/she may add nothing to, nor subtract anything from, the Agreement between the parties.

e. The arbitrator's decision shall be in writing and shall be

submitted to the Board and the Association and shall be final and binding on the parties with regard to grievances submitted on behalf of employees.

f. The costs for the services of the arbitrator shall be borne

equally by the Board and the Association. Any other expenses incurred shall be borne solely by the party incurring same.

G. Procedure - Policy/Administrative Decision Grievance

1. Level One - Principal / Transportation Coordinator

A member of the collective bargaining unit with a grievance shall first file and discuss it with his/her principal or transportation coordinator in an effort to resolve the matter informally. The discussions with the principal shall be held within five (5) working days of receipt by the principal of the grievance.

2. Level Two - Superintendent

a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion

with the principal or transportation coordinator, appeal to the Superintendent of Schools.

b. The appeal to the Superintendent shall be in writing specifying the matter submitted to the principal or transportation coordinator, the decision made thereon and the desired relief.

c. At the time the appeal is submitted to the Superintendent or upon receipt thereof by the Superintendent, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.

d. The Superintendent shall render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.

3. Level Three - Board of Education

a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.

b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the Superintendent of Schools the decision made thereon and the desired relief.

c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.

d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.

- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
- f. The decision of the Board of Education shall be final.

ARTICLE XXII, STRIKES AND JOB ACTION

- A. Participation by any member of the collective bargaining unit in a strike or a refusal to perform assigned duties shall be just cause for disciplinary action.
- B. No lockout of employees shall be instituted by the Board during the term of this Agreement. The Association agrees that during the term of this Agreement, neither it nor its officers, employees or members, will engage in, encourage, sanction, support or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar action which would involve suspension of or interference with the normal work of the Board. In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties. Any employee participating in these prohibitive activities may be disciplined by the Board.

ARTICLE XXIII, EDUCATIONAL COUNCIL

- A. The Educational Council is organized to provide a forum for the discussion of education issues and to advise and consult with the Board on these matters pertaining to the effective operation of the Warren Hills Regional School District. Topics for discussion are limited to nonnegotiable matters.
- B. The Educational Council shall establish rules for its operation.

Once established, changes may occur only upon the majority vote of the council.

C. The council shall meet a minimum of five (5) times per year with an established yearly calendar. The agenda for all meetings will be developed by the association representatives to the educational council. Agenda and previous minutes shall be developed and distributed one (1) week in advance of the scheduled meeting. The minutes shall be approved by a majority vote of the Educational Council.

D. Membership of the Educational Council shall consist of:

Two members of the Board
Superintendent of Schools
Principal of the middle school and high school
Two representatives of the high school staff
Two representatives of the middle school staff

E. The Council shall be empowered by majority vote to form subcommittees to study and render reports to the Council concerning the topics suggested in Paragraph A above.

F. The primary function of the Educational Council is to recommend for Board consideration the establishment of policies and practice pertinent to the items suggested in Paragraph A above. The Council in preparing its recommendations for Board consideration, shall, at all times, avail itself of the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.

G. The Educational Council shall study the duties, responsibilities, and make recommendations for new extracurricular activities not listed in this agreement, and submit its recommendation to the Board and the Association.

H. All reports and recommendations outlined above in Paragraph F shall be in writing.

ARTICLE XXIV, MISCELLANEOUS PROVISIONS

A. 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 be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and the individual members of the collective bargaining unit, 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.

C. Reproduction

The Board shall supply the Association with sufficient copies of this Agreement within thirty (30) days after the same has been executed for distribution to Association members.

D. Nothing in this Agreement shall operate retroactively unless expressly so stated.

E. Grade Changes

No grade or evaluation of a student by a teacher shall be changed without prior consultations with the teacher by the principal. The change of a grade or evaluation following consultation with the teacher shall not be subject to the grievance procedure, but the affected teacher shall have the right to appeal the change of grade decision to the Superintendent. If still unresolved, the teacher may appeal the decision to the Board at its next regularly scheduled meeting, whose decision shall be final.

F. Seniority for Secretaries

Seniority for secretaries covered in this collective bargaining agreement pertains to those secretaries who have attained tenure as secretaries in this district and pertains specifically to those instances when a position is eliminated as the result of a reduction in force (RIF). Reductions in force affecting secretaries will be conducted in a similar fashion to reductions in force involving teaching staff. That is, if a reduction in force is effected and involves a tenured staff member, the person with the least time in the

district would be the person released regardless of level.

G. This Agreement represents and incorporates the complete and final

understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

H. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party may do so by telegram, registered or certified mail, at the following addresses:

1. If by Association, to Board of Education, Warren Hills Regional Schools, 89 Bowerstown Road, Washington, NJ 07882.
2. If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, or if he/she is unavailable to the registered agent of the Warren Hills Education Association at the address of the registered office of the Association.

J. E-mail

All Unit members shall be provided a web-based Warren Hills e-mail account during the duration of their employment.

ARTICLE XXV, DURATION OF AGREEMENT

This Agreement made between Warren Hills Regional Board of Education and Warren Hills Regional Education Association, shall become effective July 1, 2007 to June 30, 2010. This agreement will be extended until such time as a successful agreement is negotiated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president, attested by their respective secretary and their corporate seals to be placed hereon all on the following date

ASSOCIATION

WARREN HILLS
REGIONAL
EDUCATION

By

By

REGIONAL
EDUCATION

WARREN HILLS
BOARD OF

By

By

Appendix A

Teachers' Salary Guides

YEAR 1 4.4%
2007-08 *Warren Hills*

Salary Guide		1,850	3,700	5,550	7,400	9,250	9,867
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
A	46,650	48,500	50,350	52,200	54,050	55,900	56,517
B	47,150	49,000	50,850	52,700	54,550	56,400	57,017
C	47,650	49,500	51,350	53,200	55,050	56,900	57,517
D	48,150	50,000	51,850	53,700	55,550	57,400	58,017
E	48,695	50,545	52,395	54,245	56,095	57,945	58,562
F	49,440	51,290	53,140	54,990	56,840	58,690	59,307
G	50,390	52,240	54,090	55,940	57,790	59,640	60,257
H	52,130	53,980	55,830	57,680	59,530	61,380	61,997
I	54,130	55,980	57,830	59,680	61,530	63,380	63,997
J	56,305	58,155	60,005	61,855	63,705	65,555	66,172
K	58,655	60,505	62,355	64,205	66,055	67,905	68,522
L	61,325	63,175	65,025	66,875	68,725	70,575	71,192
M	64,095	65,945	67,795	69,645	71,495	73,345	73,962
N	66,965	68,815	70,665	72,515	74,365	76,215	76,832
O	69,935	71,785	73,635	75,485	77,335	79,185	79,802

YEAR 2 4.4%
2008-09 *Warren Hills*

Salary Guide		1,875	3,750	5,625	7,500	9,375	10,625
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
A	48,215	50,090	51,965	53,840	55,715	57,590	58,840
B	48,715	50,590	52,465	54,340	56,215	58,090	59,340
C	49,215	51,090	52,965	54,840	56,715	58,590	59,840
D	49,715	51,590	53,465	55,340	57,215	59,090	60,340
E	50,215	52,090	53,965	55,840	57,715	59,590	60,840
F	51,075	52,950	54,825	56,700	58,575	60,450	61,700
G	52,215	54,090	55,965	57,840	59,715	61,590	62,840
H	54,155	56,030	57,905	59,780	61,655	63,530	64,780
I	56,245	58,120	59,995	61,870	63,745	65,620	66,870
J	58,485	60,360	62,235	64,110	65,985	67,860	69,110
K	60,875	62,750	64,625	66,500	68,375	70,250	71,500
L	63,415	65,290	67,165	69,040	70,915	72,790	74,040
M	66,105	67,980	69,855	71,730	73,605	75,480	76,730
N	68,910	70,785	72,660	74,535	76,410	78,285	79,535
O	71,835	73,710	75,585	77,460	79,335	81,210	82,460

Appendix A

Teachers' Salary Guides

YEAR 3 4.4%
2009-10 *Warren Hills*

Salary Guide		1,900	3,800	5,700	7,600	9,500	11,400
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
A	49,940	51,840	53,740	55,640	57,540	59,440	61,340
B	50,440	52,340	54,240	56,140	58,040	59,940	61,840
C	50,940	52,840	54,740	56,640	58,540	60,440	62,340
D	51,440	53,340	55,240	57,140	59,040	60,940	62,840
E	51,940	53,840	55,740	57,640	59,540	61,440	63,340
F	52,830	54,730	56,630	58,530	60,430	62,330	64,230
G	54,000	55,900	57,800	59,700	61,600	63,500	65,400
H	55,970	57,870	59,770	61,670	63,570	65,470	67,370
I	58,090	59,990	61,890	63,790	65,690	67,590	69,490
J	60,375	62,275	64,175	66,075	67,975	69,875	71,775
K	62,810	64,710	66,610	68,510	70,410	72,310	74,210
L	65,395	67,295	69,195	71,095	72,995	74,895	76,795
M	68,095	69,995	71,895	73,795	75,695	77,595	79,495
N	70,905	72,805	74,705	76,605	78,505	80,405	82,305
O	73,835	75,735	77,635	79,535	81,435	83,335	85,235

Placement on Teachers' Guide

Step	2007-08	2008-09	2009-10
	Yrs of Exp	Yrs of Exp	Yrs of Exp
A	1	1	1
B	2	2	2
C	3	3	3
D	4	4	4
E	5	5	5
F	6	6	6
G	7	7	7
H	8	8	8
I	9	9	9
J	10	10	10
K	11	11	11
L	12	12	12
M	13	13	13
N	14-15	14	14
O	16	15	15

Note: Library Assistant is paid 51% of the teachers' guide at the appropriate step on the BA level

Appendix B

Secretaries' Salary Guides

YEAR 1
2007-08

4.6%
Warren Hills - Secretary

Salary Guide

Step	I	II
1	27,975	30,054
2	28,420	30,499
3	28,915	30,994
4	29,460	31,539
5	30,055	32,134
6	30,700	32,779
7	31,395	33,474
8	32,140	34,219
9	32,935	35,014
10	33,745	35,824
11	34,560	36,639
12	35,385	37,464
13	36,220	38,299
14	37,065	39,144
15	37,920	39,999
16	38,785	40,864
17	39,660	41,739
18	40,545	42,624

Longevity: 25 or more years of credit/service = additional \$5602 each year of the contract

YEAR 2
2008-09

4.6%
Warren Hills - Secretary

Salary Guide

Step	I	II
1	29,316	31,464
2	29,761	31,909
3	30,256	32,404
4	30,801	32,949
5	31,396	33,544
6	32,041	34,189
7	32,736	34,884
8	33,481	35,629
9	34,276	36,424
10	35,081	37,229
11	35,901	38,049
12	36,726	38,874
13	37,561	39,709
14	38,406	40,554

15	39,261	41,409
16	40,126	42,274
17	41,001	43,149
18	41,886	44,034

Longevity: 25 or more years of credit/service = additional \$5714 each year of the contract

Appendix B

Secretaries' Salary Guides

YEAR 3
2009-10

4.6%
Warren Hills - Secretary

Salary Guide

Step	I	II
1	30,800	33,024
2	31,245	33,469
3	31,740	33,964
4	32,285	34,509
5	32,880	35,104
6	33,525	35,749
7	34,220	36,444
8	34,965	37,189
9	35,760	37,984
10	36,565	38,789
11	37,380	39,604
12	38,205	40,429
13	39,040	41,264
14	39,885	42,109
15	40,740	42,964
16	41,605	43,829
17	42,480	44,704
18	43,365	45,589

Longevity: 25 or more years of credit/service = additional \$5828 each year of the contract

Appendix C

Paraprofessionals' Salary Guides

YEAR 1 4.4%
2007-08 *Warren Hills –*
 Paraprofessionals.

Salary Guide Step	W/O Degree	AA Degree	BA Degree
A	20,789	22,808	24,383
B	21,489	23,508	25,083
C	22,189	24,208	25,783
D	22,889	24,908	26,483
E	23,589	25,608	27,183
F	24,289	26,308	27,883
G	24,502	26,521	28,096
H	25,715	27,734	29,309
I	26,928	28,947	30,522
J	28,141	30,160	31,735

YEAR 2 4.4%
2008-09 *Warren Hills –*
 Paraprofessionals.

Salary Guide Step	W/O Degree	AA Degree	BA Degree
A	21,672	23,743	25,359
B	22,322	24,393	26,009
C	22,972	25,043	26,659
D	23,622	25,693	27,309
E	24,272	26,343	27,959
F	24,922	26,993	28,609
G	25,122	27,193	28,809
H	26,372	28,443	30,059
I	27,622	29,693	31,309
J	28,872	30,943	32,559

YEAR 3 4.4%
2009-10 *Warren Hills –*
 Paraprofessionals.

Salary Guide Step	W/O Degree	AA Degree	BA Degree
A	23,341	25,478	27,145
B	23,991	26,128	27,795
C	24,641	26,778	28,445
D	25,291	27,428	29,095
E	25,941	28,078	29,745

F	26,591	28,728	30,395
G	27,241	29,378	31,045
H	27,891	30,028	31,695
I	28,541	30,678	32,345
J	29,791	31,928	33,595

Appendix D

Resource Personnel's Salary Guides

	Year 1 - 4.4% 2007-08	Year 2 - 4.4% 2008-09	Year 3 - 4.4% 2009-10
Step	Salary	Salary	Salary
A	23,340	24,382	25,480
B	24,040	25,082	26,180
C	24,740	25,782	26,880
D	25,440	26,482	27,580
E	26,140	27,182	28,280
F	26,840	27,882	28,980
G	27,540	28,582	29,680
H	28,240	29,282	30,380
I	28,940	29,982	31,080
J	29,640	30,682	31,780

Part time Resource Personnel shall be paid at a rate of \$ 16.00 per hour

Appendix E

Bus Personnel's Salary Guides

	Year 1 2007/08 2009/10	Year 2 2008/09
Hiring date:		
prior to 7/1/2000	\$24.00 / hour	\$24.50 / hour
\$25.00 / hour		
between 7/1/2000 and 7/1/2007	\$17.45 / hour	\$18.20 / hour
\$19.00 / hour		
after 7/1/2007	\$15.50 / hour	\$16.00 / hour
\$16.50 / hour		

Routes outside the regular package:

Weekdays	\$17.50 / hour
Weekends	\$18.00 / hour
Mid-day mail run	\$20.00 / hour
Driver meetings / safety training	\$11.50 / hour

Appendix F

Extracurricular Advisor's Salary Guides

	2007/08	2008/09	2009/10
DRAMA DIRECTOR (PER PERFORMANCE) - HS	3500	3750	4000
FFA -HS	4000	4000	4000
WILDERNESS(PER TRIP) -HS	3500	3750	4000
STUDENT COUNCIL - HS	3500	3750	4000
YEARBOOK EDITORIAL - HS (w/ full year duty)	3500	3750	4000
SENIOR CLASS -HS	3500	3750	4000
DEBATE - HS	4000	4000	4000
PUBLIC RELATIONS - HS	3500	3750	4000
BUILDERS CLUB - MS	2900	3050	3200
BATTLE OF THE MINDS - MS	2900	3050	3200
YEARBOOK EDITORIAL-MS	2900	3050	3200
SKI CLUB - MS	2900	3050	3200
HORIZON - HS	2900	3050	3200
HORIZON - MS	2900	3050	3200
OUTDOOR UNLIMITED (SKI CLUB) - HS	2900	3050	3200
PIT BAND DIRECTOR (PER PERFORMANCE)-HS	2900	3050	3200
CHORUS DIRECTOR (PER MUSICAL) -HS	2900	3050	3200
JUNIOR CLASS -HS	2900	3050	3200
KEY CLUB - HS	3200	3200	3200
NATIONAL HONOR SOCIETY -HS	2900	3050	3200
CHESS CLUB - HS	3200	3200	3200
FBLA - HS	2900	3050	3200
CHORUS - HS	2900	3050	3200
JAZZ ENSEMBLE - HS	2900	3050	3200
S.A.V.E - HS	2900	3050	3200
DIVERSITY ADVISOR	2900	3050	3200
FUTURE EDUCATORS - MS	2600	2600	2700
LEAD TEACHER	2500	2600	2700
DRAMA (PER PLAY) - MS	2500	2600	2700
STUDENTS COUNCIL -MS	2500	2600	2700
PUBLIC RELATIONS - MS	2600	2600	2700
JAZZ ENSEMBLE - MS	2500	2600	2700
CHORUS CLUB - MS	2500	2600	2700
YEARBOOK BUSINESS (w/ half year prep) - HS	2500	2600	2700
VOCA. INDUST. CLUB OF AMERICA (VICA)- HS	2300	2400	2500
SENIOR AWARDS - HS	2300	2400	2500
NEWSPAPER - HS	2300	2400	2500
LITERARY MAGAZINE - HS	2300	2400	2500
DRAMA CHOREOGRAPHER (per musical) - HS	2300	2400	2500
COMPUTER CLUB - HS	2300	2400	2500
FRENCH CLUB - HS	2300	2400	2500
FUTURE EDUCATORS CLUB - HS	2300	2400	2500
FRESHMAN CLASS- HS	2500	2500	2500

GERMAN CLUB - HS	2300	2400	2500
HISTORY CLUB - HS	2300	2400	2500
PHOTOGRAPHY CLUB - HS	2300	2400	2500
SOPHMORE CLASS - HS	2500	2500	2500

Appendix F

Extracurricular Advisor's Salary Guides

	2007/08	2008/09	2009/10
SPANISH CLUB - HS	2300	2400	2500
BEST BUDDIES - HS	2300	2400	2500
TSA - HS	2300	2400	2500
TEEN ADVISORY LIBRARY COUNCIL - HS	2300	2400	2500
COGNETICS / SCIENCE CLUB - HS	2500	2500	2500
WHAT -HS	2300	2400	2500
SPRING CHALLENGE COORD. - HS	2300	2400	2500
BLUE STREAK HIGHLIGHTS - MS	2300	2400	2500
CHESS CLUB - MS	2300	2400	2500
COGNETICS - MS	2300	2400	2500
FORENSICS - MS	2300	2400	2500
COMPUTER CLUB - MS	2300	2400	2500
WORLD LANGUAGE CLUB - MS	2300	2400	2500
DRAMA ART ASSISTANT (per performance) - HS	2300	2400	2500
YEARBOOK ASSISTANT - MS	2300	2400	2500
WEIGHT ROOM (per season) - HS	2750	2750	2750
INTRAMURALS (per season) - HS	1700	1700	1700
INTRAMURALS (per season) - MS	1700	1700	1700

OTHER POSITIONS

INDEPENDENT STUDY (PER STUDENT) same subject area			
first student	180	188	195
each additional student in same subject	90	95	100
MENTORING NEW STAFF	405	420	440
MENTORING COMMITTEE MEMBERS	405	420	440
SUBSTITUTE CALLER	7300	7621	7957

Appendix G

Coaches' Salary Guides

2007/08	YEAR 1			
	STEP 1	STEP 2	STEP 3	STEP 4
FOOTBALL	\$5,720	\$6,544	\$7,368	\$8,192
ASST.	\$4,236	\$4,813	\$5,390	\$6,338
TIER 2	\$5,423	\$6,198	\$6,972	\$7,747
ASST	\$4,028	\$4,571	\$5,113	\$6,004
MS.	\$3,822	\$4,365	\$4,907	\$5,798
TIER 3	\$5,126	\$5,851	\$6,577	\$7,302
ASST	\$3,821	\$4,329	\$4,836	\$5,670
MS	\$3,615	\$4,123	\$4,630	\$5,464
TIER 4	\$4,236	\$4,813	\$5,390	\$5,967
ASST	\$3,198	\$3,602	\$4,006	\$4,669
TIER 5	\$1,751	\$1,926	\$2,119	\$2,331

TIER 1

FOOTBALL

TIER 2

BASKETBALL
WRESTLING
BAND
SWIMMING

TIER 3

2008/09	YEAR 2			
	STEP 1	STEP 2	STEP 3	STEP 4
FOOTBALL	\$5,891	\$6,740	\$7,589	\$8,437
ASST.	\$4,363	\$4,958	\$5,552	\$6,528
TIER 2	\$5,586	\$6,383	\$7,181	\$7,979
ASST	\$4,149	\$4,708	\$5,266	\$6,184
MS.	\$3,937	\$4,496	\$5,054	\$5,972
TIER 3	\$5,280	\$6,027	\$6,774	\$7,521
ASST	\$3,936	\$4,459	\$4,981	\$5,840
MS	\$3,724	\$4,247	\$4,769	\$5,628
TIER 4	\$4,363	\$4,958	\$5,552	\$6,146
ASST	\$3,294	\$3,710	\$4,126	\$4,809
TIER 5	\$1,804	\$1,984	\$2,182	\$2,400

BASEBALL
CHEERLEADING
FIELD HOCKEY
SOCCER
SOFTBALL
TRACK

TIER 4

CROSS
COUNTRY
TENNIS
VOLLEYBALL
GOLF

TIER 5

BOWLING

LONGEVITY:

\$100 FOR EACH YEAR AS A HEAD COACH WITHIN THE SPORT

\$60 FOR EACH YEAR AS AN ASSISTANT COACH WITHIN THE SPORT

Appendix G Coaches' Salary Guides

2009/10	YEAR 3					
	STEP 1	STEP 2	STEP 3	STEP 4		
FOOTBALL	\$6,068	\$6,942	\$7,816	\$8,690	TIER 1	FOOTBALL
ASST.	\$4,494	\$5,106	\$5,718	\$6,724		
TIER 2	\$5,753	\$6,575	\$7,397	\$8,218	TIER 2	BASKETBALL
ASST	\$4,274	\$4,850	\$5,424	\$6,370		WRESTLING
MS.	\$4,055	\$4,631	\$5,206	\$6,151		BAND
						SWIMMING
TIER 3	\$5,439	\$6,208	\$6,977	\$7,746		
ASST	\$4,054	\$4,593	\$5,130	\$6,015		
MS	\$3,835	\$4,374	\$4,912	\$5,797		
TIER 4	\$4,494	\$5,106	\$5,718	\$6,330	TIER 3	BASEBALL
ASST	\$3,393	\$3,821	\$4,250	\$4,953		CHEERLEADING
						FIELD HOCKEY
TIER 5	\$1,857	\$2,043	\$2,247	\$2,472		SOCCER
						SOFTBALL
						TRACK
					TIER 4	CROSS COUNTRY
						TENNIS
						VOLLEYBALL
						GOLF
					TIER 5	BOWLING

LONGEVITY:

\$100 FOR EACH YEAR AS A HEAD COACH WITHIN THE SPORT

\$60 FOR EACH YEAR AS AN ASSISTANT COACH WITHIN THE SPORT