

**Agreement**

**Between the**

**Board of Education**

**of the**

**Lenape Regional High**  
**School District**

**and the**

**Lenape District**  
**Education**  
**Association**

**2011-2013**

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**ARTICLE I**  
**RECOGNITION AND BARGAINING UNIT**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment as herein defined for all employees employed or to be employed by the Board.
- B. The term "Employees" as used in this Agreement will convey benefits on the unit as a whole. Employees will consist of: the professional teaching staff, members of the child study team, guidance counselors, nurses, nurse assistants, media specialists, athletic trainers, secretaries, registrars, attendance clerks, office supervisors, para-professionals, and interpreters for the deaf.
1. Unless otherwise noted within this Agreement, employees will be sub-categorized as follows for benefit purposes:  
  
Group A personnel will consist of the professional teaching staff, members of the child study team, guidance counselors, nurses, media specialists and athletic trainers.  
  
Group B personnel will consist of secretaries: (Unless otherwise indicated, reference to secretaries shall mean: secretaries, attendance clerks, office supervisors, and registrars).  
  
Group C personnel will consist of para-professionals, interpreters for the deaf and nurse assistants.
  2. Short-term (per diem) substitutes in any category are not employees covered by the provisions of this Agreement.
  3. Substitutes, secretaries employed on a permanent basis in the central office or transportation department, and Adult/Community School personnel other than secretaries paid on the negotiated secretarial salary guides are not considered employees within the provisions of this Agreement.

**ARTICLE II**  
**NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Law of New Jersey, 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment.
1. Such negotiations shall begin on a date agreed upon by both parties, but in no event later than January 15, in the contract year in which this agreement expires.
  2. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association.
- B. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party.
1. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make counter proposals in the course of negotiations.
- C. Representatives of the Board and the negotiating committee shall meet by mutual agreement.
- D. A party requesting a meeting shall submit to the other, either orally or in writing, a request stating the reason for the meeting.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement, as established by the rules, regulations, and/or policies of the Board in force on the same date, shall continue to be applicable during the term of this Agreement.
1. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any benefit existing prior to its effective date.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organizations other than the Association for the duration of this Agreement.

- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations.
  - 1. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- H. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed and ratified by both parties.
- I. Copies of this Agreement shall be printed at the expense of the Board after agreement between the parties on the format, and shall be distributed to all employees employed by the Board and covered by this Agreement.
- J. This Agreement shall be construed as though it were Board Policy for the terms of this Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as though they were Board Policy.
- K. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- L. Any individual contract between the Board and an individual employee, heretofore or hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement.
  - 1. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- M. No Strike Clause
  - 1. It is recognized that the need for continued and uninterrupted operation of the school district is of paramount importance to the citizens of the Lenape Regional High School District and that there should be no interference with such operation.
  - 2. The Association covenants and agrees that during the term of this Agreement, the Association will not cause, authorize, or support any strike, work stoppage, slowdown, walkout or other job action, invocation or sanction against the Board.

**ARTICLE III**  
**LDEA-ADMINISTRATION POLICY DEVELOPMENT COMMITTEE**

- A. The Board hereby recognizes the LDEA-Administration Policy Development Committee under the conditions and terms stated herein.
1. Policies developed by this committee shall apply to certified staff only.
- B. DURATION
1. The parties agree that this committee shall be in effect during the length of this Agreement.
  2. Meetings will be held at a mutually agreed upon time, place and date and details for future meetings shall be determined at the end of each meeting.
  3. During the entire period related to in PURPOSES AND FUNCTIONS, no Board or Administrative Policies affecting terms and conditions of employment will be changed or deleted without mutual consent of the Board and/or Administration and the Association.
  4. During the period affected herein the LDEA members of this committee will not be required to serve on any other committee, except for the member's respective department's Middle States evaluation unless the member desires to serve on another committee.
- C. REPRESENTATION
1. The parties agree that this committee will consist of no more than five Association members from certified staff appointed by the Association, and no more than five administrators, appointed by the Superintendent.
  2. Each party will select its own spokesperson.
    - a) Meetings should be for work purposes, loosely structured, with free and easy participation on the part of all members.
- D. PURPOSES AND FUNCTIONS
1. The parties agree that the committee's function will be to develop recommendations to be referred to the Board for possible adoption.

2. The Board and the Association's proposals presented at the initial negotiations meeting which subsequently cannot be agreed upon in negotiations, shall be given to this committee for their recommendation to the Board.
3. If the committee cannot reach a satisfactory conclusion to the proposal(s) under discussion, the proposal(s) shall be returned to the negotiating table immediately if negotiations are in progress. If negotiations have ceased, the proposal(s) can be brought up by either party during subsequent negotiations.
4. When policies are finalized in committee, they will immediately be submitted to the Board, who in turn must:
  - a) Submit a reply to all members of this committee within ten (10) days after the item(s) was presented at a meeting of the Board.
  - b) Submit reason(s) justifying their actions for every policy rejected.
5. Items adopted by the Board will be identified with the date of approval, effective date, and notation that it was developed by the LDEA-Administration Policy Development Committee.
6. Any policy item(s) recommended by the committee and subsequently accepted by the Board may not be unilaterally changed.
  - a) If changes are requested and redeveloped by either party, the items(s) must be restudied by the committee and further recommended for acceptance by the Board.
  - b) A rejected policy(s) may be resubmitted for further consideration immediately to the Board.

E. EXCLUSIONS

1. This Agreement excludes presumption that the Association and the Board consider salary and fringe benefits exclusively as "terms and conditions of employment" in formal negotiations with the Board.
2. In no way does this Agreement exclude the Association and the Board from presenting non-monied proposals as "terms and conditions of employment" at future Board-Association negotiations, nor exclude the Board or Association from accepting said proposals.

F. Matters concerning class size shall be remanded to discussion under this Article.

**ARTICLE IV**  
**GRIEVANCE PROCEDURES**

A. DEFINITIONS

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
2. A "grievance" may be raised by the aggrieved employee, a group of employees or the association on their behalf.
3. A "party in interest" is the employee, group of employees or the Association making the claim and any employee who might be required to take action or against whom action might be taken in order to resolve the claim.
  - a) No person, other than the employees represented by the Association, shall be included in this definition.
4. The term "grievance" and the procedure related thereto, shall not be deemed applicable in the following instances:
  - a) The failure to or refusal of the Board to renew a contract of a non-tenured teacher.
  - b) In matters where the Board is without authority to act.
  - c) All things that are by law beyond the scope of the Board's authority or are limited to the Board alone.

B. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated should be considered as a maximum and every effort should be made to expedite the process.



- a) The time limit specified may, however, be extended by mutual agreement.
2. Any employee who has a complaint shall first discuss it with his assistant principal or principal within five (5) school days following the date of the condition or event giving rise to the complaint.
    - a) If no satisfactory solution is reached, then the employee may continue his appeal to the Superintendent of Schools.
  3. If after ten (10) school days following the date of the condition or event giving rise to the complaint, the aggrieved employee is not satisfied, or if no decision has been rendered in that period, the complaint shall be called a grievance and within five (5) school days thereafter shall be stated in writing by the aggrieved employee on a form supplied by the Superintendent to the Association and filed as hereinafter provided.
    - a) The written grievance shall set forth all the facts necessary to understand and decide the issue involved.
  4. Within a five (5) school day period provided in the preceding paragraph (IV.C.3.) the aggrieved employee may file his grievance with the Superintendent or the employee may refer the grievance to the Grievance Committee of the Association for consideration and on the same date file a copy with the Superintendent , noting thereon the referral to the Grievance Committee.
  5. If the grievance is referred to the Grievance Committee then within ten (10) school days it shall:
    - a) Determine whether the grievance has or may have merit, in which event it shall submit the Committee's recommendations in writing for further consideration by the Superintendent, or;
    - b) Determine that the grievance is without merit, in which event the Committee will so advise the employee in writing and a copy of its' findings shall be sent to the Superintendent.
  6. If the grievance is not satisfactorily resolved by the Superintendent within fifteen (15) school days after presentation to him in writing, he shall at the request of the employee or the Association, submit the same to the Personnel Committee of the Board for a decision within twenty (20) school days. If the Superintendent does not respond within the fifteen school day period, this shall be deemed to constitute a denial or rejection

at which time the grievant or Association shall follow the above referenced actions/timelines.

- D. An employee may individually or along with the representation of his own choosing upon so advising the Superintendent and the Executive Council of the Association in advance, appear in the submission of his grievance before the Personnel Committee of the Board, in which event he shall receive a decision within twenty (20) days. The failure of the Board to respond within the twenty day period shall be considered a denial or rejection of the grievance and shall allow the grievant to proceed to and through the arbitration procedures of the Agreement.

E. GRIEVANCE TO ARBITRATION

1. If the aggrieved person is not satisfied with the decision of the Board or no decision has been reached within ten (10) school days thereafter, the Executive Council of the Association may submit the grievance for binding arbitration within twenty (20) school days after its receipt of the said request from the aggrieved person.
2. An employee seeking arbitration on a grievance must submit written acknowledgment from the Association.
  - a) This must indicate that the Association allows the individual to seek redress through arbitration and that the Association will share the cost of the arbitrator in the manner described in this Agreement.
3. The employee or Association upon electing to submit a grievance to arbitration shall automatically waive all recourse to other remedies or forums which otherwise could be available.
4. Only grievances as defined in this Article (IV.A.1.) are subject to binding arbitration. Any terms and conditions of employment not provided for in this Agreement shall not be subject to binding arbitration but may proceed to advisory arbitration.

- F. An aggrieved person shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any affect thereof shall have been duly determined.

## G. SELECTION OF ARBITRATOR

1. Either party may request the Public Employment Relations Committee to submit a roster of persons qualified to function as an arbitrator.
2. If the parties are unable to determine a mutual satisfactory arbitrator from the submitted list, they may request that PERC submit a second roster of names.
3. If the parties are unable to determine a mutually satisfactory arbitrator within ten (10) school days of the receipt of the second submitted list, PERC at the request of either party will designate an arbitrator.

## H. DUTIES OF ARBITRATOR

1. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else.
  - a) He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board.
    - (1) The finding of the Arbitrator shall be binding.
    - (2) Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings.
    - (3) This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.

## I. COSTS

1. Each party will bear the total cost incurred by itself.
2. The fees and expenses of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, the cost of the hearing room, court stenographer, and transcripts of proceedings shall be borne equally by the Board and the Association.
3. If time is lost by any grievant due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute, and the time lost by the grievant must be without pay unless the grievant prevails in such proceedings.

- J. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- K. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated selected representatives heretofore referred to in this Article.
- L. If in the judgment of the Association's Executive Council, a grievance affects a group of unit members or the Association, the Association may submit the grievance directly to the Superintendent.
- M. If a claim remains unresolved after the Board has reached a decision on a grievance and it is not deemed satisfactory resolved by the Association, it may be submitted for binding arbitration, as defined in Article IV.
  - 1. Each party will bear the total cost incurred by itself, and only the fees and expenses of the arbitrator will be shared by the two parties and such costs will be shared equally.
- N. No reprisals shall be taken by any person or party to this Agreement for participation in the grievance procedure.

**ARTICLE V**  
**RIGHTS NOT IMPAIRED**

- A. The Board on its own behalf, reserves and retains unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws, regulations, and the Constitution of the United States of America.
  
- B. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of its schools, and the direction of employees are vested exclusively in the Board, except as otherwise provided in Chapter 123, Public Law New Jersey, 1974.

**ARTICLE VI**  
**SALARIES**

A. The salaries of all employees covered by this Agreement are set forth in schedules annexed hereto and made a part hereof:

1. The salary for all professional teaching staff, members of the CST, guidance counselors, nurses and media specialists shall be based on **Schedule 1**.
2. The salary for secretaries, office supervisors and registrars shall be based on **Schedule 2**.
3. The salary for the athletic trainers shall be based on **Schedule 3**.
4. The salary for para-professionals, interpreters/nurse paraprofessionals and attendance clerks shall be based on **Schedule 4**.
5. The Athletic Coaches guide is listed as **Schedule 5**.
6. The Extra Curricular Guide is listed as **Schedule 6**.
7. Step increases for employees hired mid year shall be governed consistent with Article X.G.
8. The stipend for Department Coordinators shall be \$13,000 inclusive of 12 summer work days. Salaries shall be pensionable. Should a Department Coordinator not continue in that position in a future year, all overall lessening of total salary shall not be deemed in violation of NJSA 18A.

B. LONGEVITY PAYMENTS

1. Longevity increments will be activated at the beginning of the sixth, eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, and thirty-sixth years of consecutive, contractual years of employment in the Lenape Regional School District.
2. Ten month employees whose date of hire is on or before February 15 shall be eligible for a full year's longevity credit for the school year.
3. Ten month employees whose date of hire is on or after February 16 shall not be eligible for longevity credit for that school year.
4. Twelve month employees whose date of hire is on or before January 15, shall be eligible for a full year's longevity credit for that school year.

5. Twelve month employees whose date of hire is on or after January 16 shall not be eligible for a full year's longevity credit for that school year.

6. Longevity payments will be as follows:

Group A

After 5 years	\$ 600
After 10 years	1200
After 15 years	1800
After 20 years	2400
After 25 years	3000
After 30 years	3600
After 35 years	4400

Group B & C

After 5 years	\$ 400
After 10 years	800
After 15 years	1200
After 20 years	1600
After 25 years	2000
After 30 years	2400
After 35 years	2800

C. ADVANCEMENT ON TRAINING LEVELS

Group A

1. a) Advancement of training levels, prior to the receipt of a Master's Degree will be based upon verification of graduate work or District granted CEUs accomplished after earning a Bachelor's Degree.
2. Advancement to MA will be based upon verification of the conferring of an earned Master's Degree.
3. Advancement to training level MA+15, MA+30, MA+45, or MA+60 shall be based upon verification of graduate work or District granted CEUs accomplished after the earning of a Master's degree.
4. Advancement to Column I (Earned Doctorate) will be based upon verification of the conferring of an earned Doctoral Degree.

5. Advancement allowance for National Board Certification shall be equal to 9 graduate credits. Advancement allowance for National Board Re-Certification shall be equal to 3 graduate credits.
6. Group B & C employees will earn an additional \$600 for each 10 credits or district CEUs earned after employment with the district begins.

D. SALARY ADJUSTMENTS

Group A

1. Salary adjustments will be limited to twice a year, September 5th and February 5th.
  - a) Tentative verification (letter from college, grade slips, etc.) of graduate credits earned must be submitted by the above dates.
2. An official transcript must be forthcoming by May 1st of the current school year or the salary adjustment will be deducted from the remainder of the employee's annual salary.
3. It is the responsibility of the employee to give official evidence of graduate credits earned within the limits of the above dates.



E. SUMMER PAY

1. The salaries of ten month, Group A employees hired after the official closing of school shall be 1/200th per diem of the current contractual salary up to June 30th. Those ten month employees working during July and August will receive 1/200th per diem of the contractual salary guide effective July 1.
2. Salaries for summer school and credit completion will be paid as per extra curricular guide.

F. The fee for assigned home instruction shall be per hour: \$58.25

1. Supplementary instruction will be paid at 1/2 the above rates.

G. Consistent with past practice, the Board agrees to assign employees who volunteer to do so, projects on curriculum development and course of study revision when such projects need to be done outside the normal school day.

1. Adequate notice shall be provided so that the interested teachers can apply for these projects.
2. Payment for these projects shall be as follows:
  - a) Writing a new curriculum or course of study per person per project  
\$1700
  - b) Writing a new curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.a).
  - c) Revising an existing curriculum or course of study per person project  
\$850
  - d) Revising an existing curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.c).

- H. The District shall seek volunteers to perform cafeteria supervision. Of those who volunteer, the District shall accept those it deems qualified. If there are an insufficient number of volunteers deemed qualified, the District can appoint persons to the duty. The failure to select a volunteer shall not be subject to the grievance procedure. The stipend for those selected (for cafeteria supervision) shall be \$550 per semester, prorated on lunch period minutes.
- I. When a payday falls on or during a school holiday, vacation, or weekend, unit members shall be paid on the last previous working day.
- J. Each employee will receive his final pay on the final day, upon signing out, after approval of the Superintendent or his designee. Those with exceptional deductions shall be paid within three (3) working days with approval by the Superintendent or his designee.
- K.
  - 1. Payment for Extracurricular Activities will be paid on 12/15 and 5/30 by a separate paycheck from the normal bimonthly one.
  - 2. Payment for Athletics will be paid on 12/15, 3/15 and 5/30 by a separate paycheck from the normal bimonthly one.

**ARTICLE VII**  
**PERSONAL LEAVE**

- A. Every employee will be granted personal leave in the amount described below without salary deductions.
  
- B. Personal leave must be requested and approved by the Superintendent at least five (5) school days in advance of the time for which such leave is requested. Emergency events not predictable five (5) days in advance will be considered immediately.
  
- C. Personal Leaves are defined as and may be taken as follows:
  - 1. Three (3) days will be granted for unchallenged reasons. These days may be converted and placed into the employee's accumulated sick leave bank if not used during a contract year.
    - a) These days may not be taken on a school day immediately proceeding or following school calendar holidays with the exception that in the event of the graduation of the employee, spouse, or child, one day may be used on the day before or after a school calendar holiday. Requests for other exceptions should be put in writing to the Superintendent and will be granted at the Superintendent's discretion.
  
    - b) No more than 15% of the employees in each building will be granted an unchallenged personal day at a given time.
  
  - 2. Bereavement Days - to be taken consecutively at the time immediately following a relative's death, or within a 30 day period following the death for the purpose of attending funeral / memorial services as follows:
    - a) Death in Immediate Family - 5 days per occurrence for death of spouse, children, employee and spouse's parents, and employee and spouse's sibling. Death of employee's significant other, as well as employee's significant others relative, as defined above shall also be covered by this Article. Such relationship shall be established by producing to the Board either a lease or deed listing both names as the parties' primary residence. Employees requesting bereavement leave for step-children/step-parents must write a letter to the Superintendent defining the relationship, and such requests will be granted at the Superintendent's discretion.

- b) Three days for other immediate family members living in employee's household.
- c) Other Family Deaths
  - 1) One day per occurrence (two days if overnight travel is involved) for death of employee's/ spouse's/significant other's great grandparents, uncle, aunt, niece, nephew, or first cousin
  - 2) Two days per occurrence without the travel requirement for grandparents and grandchildren
- 3. Jury Duty - Amount of time necessary to comply.
  - a) The Board will pay the difference between jury duty pay and the average daily earnings of the employee.
  - b) The employee must present a completed form which is obtained from the court at the time of services proof of jury duty.
- 4. Court Order - Amount of time necessary to comply. Not applicable if the employee is found guilty as a party to the Court proceedings.
- D. Days taken under C.2 thru C.4 will not count as unchallenged days as listed in C.1 above.
- E. Additional personal leave with pay may be granted by the Superintendent at his discretion.
- F. Other requests for emergency and/or personal leave without pay shall be discussed with the principal and shall be forwarded to the Superintendent with appropriate recommendations for discretionary action by the Superintendent as approved by the Board.

**ARTICLE VIII**  
**SICK LEAVE**

- A. Sick leave days shall be granted as follows:
1. Ten month employees shall be entitled to 10 days.
  2. Twelve month employees shall be entitled to 12 days.
  3. Unused sick leave days are to accumulate as long as the employee is employed in the district.
- B. Employees taking five (5) consecutive sick days may present a physician's certificate attesting to capability to perform job duties and signifying freedom from any communicable disease.
1. The school medical examiner will make an examination within two (2) school days of the return school at no cost to the employee if the employee does not present a physician's certificate.
  2. Any employee absent for other than legitimate use of sick leave and personal leave as contained in this Agreement, or without direct approval of the school administration shall not be paid for non-fulfillment of contract in proportion to the amount of time of said absence.
- C. On missed days beyond accrued sick leave.
1. Employees contracted for ten months will have deducted 1/200th of their contracted salary for each day of absence in excess of their accrued sick leave.
  2. Employees contracted for twelve months will have deducted 1/240th of their contracted salary for each day of such absence in excess of their accrued sick leave.
- D. Each employee shall be apprised of the amount of unused sick leave including the ten days for the current year by the first pay period in September.
1. This information is to be provided on an appropriate form.
  2. A copy of the form is to be kept on file by the Secretary of the Board for a duration of at least one year.

E. Payment for unused sick leave will be made to an employee who receives a pension immediately upon retiring from service in accordance with the Teachers Pension and Annuity Fund and PERS, and pursuant to law.

1. Payment of Sick Days in all categories will be as follows. Payments less than \$1000 shall be paid by payroll check. Amounts in the amount of \$1000 or higher shall be placed into a 403(b) Post Retirement account. Unless otherwise agreed to by the parties, payments shall be made on July 15<sup>th</sup> following the date of retirement.

<u>Group A</u>	
<u># of Days</u>	<u>2011-2013</u>
1-60 days	\$ 53.00
61-90 days	\$ 55.00
91+ days	\$ 75.00

Example: 100 days:  $100 \times \$ 75.00 = \$ 7500.00$

<u>Groups B &amp; C</u>	
<u># of Days</u>	<u>2011-2013</u>
1-60 days	\$ 47.00
61-90 days	\$ 49.00
91+ days	\$ 69.00

Example: 100 days:  $100 \times \$ 69.00 = \$ 6900.00$

- F. For employees who begin employment during the school year, or for those existing employees who do not begin the contract year, but return from a leave of absence prior to completion of the school year, the Board will grant one day of sick leave for each month remaining in the school year.
- G. Payment of accumulated sick leave as indicated in (E) above will be made to any employee's estate if that employee dies while in service.

**ARTICLE IX**  
**SABBATICAL LEAVE**

- A. The purpose of a sabbatical leave is to assist a member of the professional staff to become more valuable as an educator for the Lenape Regional High School District.

For purpose of this article, professional staff includes teachers, media specialists, guidance counselors, nurses, and child study team members.

- B. A member of the professional staff may be granted a sabbatical leave after seven (7) years of consecutive employment in the Lenape Regional High School District.

- C. Sabbatical leave may be granted for such purposes as:

1. Professional study at an accredited college or university
2. Approved research or study
3. Professionally related travel with study under the auspices of an accredited college or university

- D. Sabbatical leave may be granted at the sole discretion of the Board.

1. The Board will consider program value and seniority of service.
  - a) Study and/or courses to be taken must be directly related to the employee's current professional assignment.
  - b) or, meet a need deemed essential by the Board of Education
2. No more than three (3) staff members will be granted a sabbatical leave during a given school year.

- E. Application for Sabbatical Leave:

1. Must be made no later than January 1, preceding the school year of the intended leave.
2. Must contain a detailed written statement attached to the application giving the purpose of the leave, plan of activity to be pursued and anticipated value of the experience to the individual in improving his professional competency and ability to serve the District.

- F. The sabbatical leave time period is one contractual year; September through June.
- G. Reimbursement will be as follows:
1. Awards granted will be at 50% of the salary the staff member would have received if he remained on duty.
  2. Payment or reimbursement will be made in accordance with regular payroll dates.
  3. Reimbursement amount set in G-1 cannot be increased due to changes in degree status or credits while employee is on sabbatical leave.
- H. An employee on sabbatical leave must carry a minimum academic graduate load of twelve (12) semester hours (or equivalent) for each semester on leave.
- I. Sabbatical leave time shall be recognized for the purpose of salary increment and pension eligibility.
- J. General conditions governing a sabbatical leave:
1. Five contractual years must have passed since the first sabbatical for an employee to become eligible for another
    - a) Applicants for the first time will be given preference over second time applicants.
  2. The employee shall agree in writing to return to his position (or a comparable one selected by the administration) in the school district for a period of at least two (2) years following the completion of his leave.
    - a) In the event, the employee does not return, he shall reimburse the board for the amount of money received while on sabbatical leave.
  3. Upon returning to school, the employee shall submit a written report to the Board containing all pertinent data and information on his activities during the sabbatical leave in verification of the stated purposes made in the original application.
    - a) If the Board finds the report does not verify the approved program (IX E.2), the Board, at its discretion may seek reimbursement of up to one-half (1/2) the amount the district paid to the employee while on sabbatical leave.



**ARTICLE X**  
**MATERNITY/CHILD REARING/ADOPTION LEAVE OF ABSENCE**

A. DEFINITION

1. Maternity Leave - The actual period of disability due to a pregnancy or a related illness.
2. Child Care Leave - A leave of absence without pay available to men and women for care of a child.
3. Adoption Leave - A leave of absence without pay available to men and women for the care of a newly adopted child.

B. Maternity leave shall commence on a date requested by the employee and certified by the physician as being within the period of disability. (Normally deemed to be thirty calendar days before and thirty calendar days after the anticipated date of delivery)

- a) Maternity leave will be with pay to the extent of any accumulated sick leave earned.

C. Child care leave will be granted by the Board commencing on a date immediately subsequent to the maternity component. Such leave may continue for a period not to exceed eighteen (18) calendar months. Adoption leave will be granted by the Board commencing on the date the child is taken into custody with intention to adopt. Such leave may continue for a period not to exceed eighteen (18) months. Child care or adoption leaves shall be without pay or other compensation. For teachers the expiration of such leaves shall be the beginning of a school year or semester. All other employees may return from such leave at any time, with at least thirty days advance notice.

1. Employees desiring to take a leave of absence under the provisions of the Family Leave Act must request such leave in writing.

D. A husband requesting a child care leave shall be eligible for such leave beginning on the wife's date of delivery.

E. The length of a child care leave for a non-tenured employee shall be no longer than the duration of the contractual year in which the leave is granted.

- F. Upon return from leave, the employee shall be reinstated to the same or similar position.
- G. Advancement on the salary guide to the next full step will occur if the employee physically worked during the contracted year, without using more than half of the annual allotment of sick and personal days:
  - 10 month employees – 90 school days
  - 12 month employees – 115 school days
- H. The Board may grant an extension for a reasonable length of time.

**ARTICLE XI**  
**INSURANCE COVERAGE**

A. MEDICAL COVERAGE

In the 2011-2012 school year, all members who are enrolled in the State Educators Health Benefits Program through the District will contribute the amount of \$250 per eligible unit member. This language will sunset on June 30, 2012.

In the 2012-2013 school year, all members who are enrolled in the State Educators Health Benefits Program through the District will contribute 1.5% of their salary as mandated by law.

An employee, though eligible, who does not have coverage in the State Educators Health Benefits Program will not contribute toward the cost of coverage.

B. MARRIED EMPLOYEE COVERAGE

Where spouses are both employees of the District and both are unit members, one shall decline medical coverage and receive 20% of the Premium amount of the POS V plan for the applicable coverage level. Payments will be made on a monthly basis.

- a. Both Employee and Spouse Are Unit Members Prior To 7/1/97 - Optional.
- b. Both Employee and Spouse Are Unit Members After 7/1/97- Mandatory.
- c. One Spouse is a Unit Member and the other is not - Optional regardless of date of hire.

In the event that the BOE contacts with an alternate medical insurance carrier, the plan of reference for "equal to or better than" shall be the School Employees State Health Benefits Plan NJ Direct 10 in effect July 1, 2008. Current co-insurance rates, copays, and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Plan at which time the SEHBP co-insurance rates, copays and deductibles would be in effect.

C. PRESCRIPTION COVERAGE

Current copays and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Rx Plan at which time the SEHBP Rx copays and deductibles would be in effect.

1. Prescription Plan employee co-payments will be as follows:

<u>Brand Name</u>	<u>Generic</u>	<u>Mail Order Brand Name</u>	<u>Mail Order Generic</u>
\$15	\$7	\$5	\$0

2. In the event that spouses are both unit members, there shall be no duplication of prescription coverage. All dependents who would have been eligible for coverage had both members maintained coverage shall continue to receive prescription drug benefits. Should there be any change in status due to death, divorce, resignation, retirement, etc. the previously non-covered member will immediately be enrolled in the District prescription plan.
3. Effective 2/1/01, retiree prescription coverage will be deleted for those retirees and spouses eligible for SHBP prescription coverage. If the State of New Jersey cancels the state prescription program for retirees and / or spouses, then any eligible Lenape District retirees and / or spouses will be immediately re-enrolled in the Lenape District plan.
4. Unless otherwise prescribed by a licensed physician, generic drugs shall be dispensed.
5. Any prescribed drug which is or will become offered and available "over-the-counter" shall be deleted from the prescription plan covered by this agreement.

D. The Board will pay 100% of the cost for the following levels of dental coverage:

1. For Employees, Spouse and Children: 100% coverage for Preventive and Diagnostic Services, 85% for Remaining Basic Services, 50% for Crowns and Prosthodontic Services.
2. A calendar year maximum benefit of \$1,500 per patient.

E. MEDICARE REIMBURSEMENT

The District will not be required to provide reimbursement for Medicare Part B premiums.

F. Unit members who retire from the district with 30 years or more of service shall be entitled to prescription drug and dental coverage. Such entitlement shall accrue to unit members and/or spouses. Effective on the date of ratification of this contract, prescription coverage will be deleted with the stipulation that if the State of NJ discontinues the State Prescription program for retirees and/or spouses and no Rx coverage is provided by the State, then any eligible Lenape District retirees and/or spouses will be immediately reenrolled in the Lenape District Plan.

G. Nothing in this Article prohibits the Board from unilaterally contracting with alternate health care insurance companies provided that a program equal to or better than the previous program is procured. Prior to the effective date of such change the Board shall provide the Association with 60 days notice.

H. Medical, dental and prescription coverage will terminate on the last day of the month in which the employee separates from District service. Ten month employees who are employed through June 30 will retain their medical, dental, and prescription coverage through August 31 of that year.

**ARTICLE XII**  
**TAX SHELTERED ANNUITY AND FEDERAL TEACHERS CREDIT UNION**

- A. The Board shall authorize a salary reduction for the purpose of a tax sheltered annuity program. Under the law, this is the only obligation of the Board.
- B. The Board shall authorize a salary deduction for the ABCO Federal Credit Union.
- C. After deductions have been received on time by the agencies involved, the Association will hold the Board harmless for any liability to the Association or its members.
- D. Contributions to Tax Sheltered Annuity programs shall be in accordance with the provisions of IRS Regulation 403 (b).

**ARTICLE XIII**  
**EVALUATIONS**

A. NUMBER OF EVALUATIONS

1. All non-tenured teachers shall be evaluated not less than four (4) times during their contract year.
2. All other non-tenured employees shall be evaluated not less than two (2) times during their contract year.
  - a) Non-tenured employees who have been present less than a full school year shall be observed on a pro-rated basis of the applicable number of evaluations.
3. All tenured teachers shall be evaluated not less than two (2) times during their contract year.
4. All tenured secretaries/clerks shall be evaluated annually.
5. Evaluations required for the consideration of non-tenured employee's contract renewal shall be completed at least fifteen (15) calendar days prior to the date set for the notification of non-renewal of contracts for non-tenured teaching staff as provided by statute 18A:27-10.

B. PROCEDURE FOR EVALUATIONS

1. Evaluations for teaching personnel shall be based on an observation of one class period.
2. Evaluation for Paraprofessionals shall be based on observation of one class period or portion thereof as determined by the supervisor.
3. Evaluations for non-classroom personnel shall be for a period of time or method (i.e., evaluation of completed work) determined by the Supervisor.
4. All evaluation procedures (observation, review of work, etc.) shall be done openly with the full knowledge of the person being evaluated.
5. An evaluator can evaluate only one person at a time during an entire class period.

C. OBSERVATION/EVALUATION CONFERENCE

1. An employee to be evaluated will be given a copy of the evaluation report prior to the conference.
2. Evaluation conference shall occur within seven (7) school days of the observation.
3. Conferences shall occur within the school day.
4. No employee shall be required to sign a blank or incomplete evaluation form.
5. There shall be no requirement for an employee to complete a self-evaluation form. Such a form may be completed voluntarily; however, the results shall not be used as a part of an evaluation report.

D. COPIES OF EVALUATIONS

1. The evaluated person shall have seven (7) school days to sign the report and/or submit a written rebuttal.
2. Failure of the evaluated person to sign the report within the designated time period shall not preclude placing the report in their file.
3. The signature of the evaluated person shall not establish agreement or consent with the contents but shall indicate that the person has seen the document and is aware of its contents.



**ARTICLE XIV**  
**PROFESSIONAL IMPROVEMENT**

TEACHER/ TRAINER/SECRETARIES/PARAPROFESSIONALS

A. Employees that are currently employed in the district and who are attending an accredited school, college, or university shall be reimbursed according to the following criteria:

1. Group A Personnel

Any undergraduate or graduate course in the field of education shall be reimbursed at no more than 100% of tuition/registration/fees as per the guidelines and procedures described in this article. To be eligible for tuition reimbursement the employee must attain at least a grade of B.

2. Group B & C Personnel

Any courses taken which improve the employee's ability to perform their duties and are related to their field of employment shall be approved and reimbursed pursuant to B.6.

3. Athletic Trainers

The current practice of reimbursing trainers for Continuing Education Units (C.E.U.s) needed to renew their certificate shall continue for the duration of the agreement.

4. Nurses

Nurses shall be reimbursed for Continuing Education Units (CEU's) needed to renew their Registered Nursing License.

B. PROCEDURE

1. Request for reimbursement should be made on the form provided by the Office of Superintendent at least three (3) weeks but no more than six (6) weeks prior to enrollment in the course(s).
2. The cost of tuition, registration, and fees paid to the accredited school, college or university shall be reimbursed up to the exact cost of the limits delineated in B.6.

3. The cost of these benefits will be charged to and considered expended in the budget year (July 1 to June 30) in which the course begins.
4. No funds under this article will be allocated to an employee on any leave status or sabbatical.
5. Reimbursement shall be based on furnishing satisfactory proof of payment to the accredited school, college, or university and by the submission of an official document indicating the employee successfully completed the course work or training.
6. The Board will limit the total amount of funds expended for this Article to the amounts indicated below:

District Maximum     \$180,000  
Sect/Para/Clerk Max   \$ 1,000

The funds will disburse in the following manner:

- a) The Board will reimburse secretaries/paraprofessionals/clerks according to the district maximum above and will reimburse athletic trainers/nurses for CEUs needed to renew their certificate/license.
  - b) The Board will maintain a list of Group A employees who apply for tuition reimbursement during the budget year (up to a maximum of 8 credits per teacher/trainer).
  - c) By August 30<sup>th</sup> of the following budget year Group A employees must provide satisfactory proof of payment and completion of course work or training.
  - d) The Board will count the number of credits Group A employees applied for and divide the remainder of the district maximum (i.e. district maximum less amounts in 6.a) by the number of credits applied for in 6b.
  - e) Each Group A employee will receive the per credit amount for each credit applied for up to the cost of tuition/reimbursement/fees.
  - f) Any funds that remain will be applied to the next budget year.
  - g) Reimbursement will be issued by September 30<sup>th</sup>.
  - h) Must be currently contracted employee as of reimbursement date.
- C. The Board will provide a minimum of 10 hours of in-service annually that satisfy the requirement of the State Professional Standards Board.

**ARTICLE XV**  
**TEACHING ASSIGNMENTS**

- A. The scheduling of classes for the benefit of students being paramount, the following procedure will be used in the development of teaching assignments:
1. At least two (2) weeks prior to the general distribution of the teaching assignments for the following year, a maximum of two (2) Association representatives per building shall be permitted to examine and analyze the projected teaching assignments.
  2. During the two week period of examination the Association representatives shall be permitted to meet and confer with the building Principals regarding concerns over the projected assignments.
    - a) The Association representatives may offer possible solutions to any concerns.
  3. If the Association's concerns remain unsolved after the meeting with the building Principal (s), the Association may inform the Superintendent of the problem and the solutions offered.
- B. Article XV.A. shall not be subject to paragraph E of Article IV.
- C.
1. The Board will pay teachers assigned to more than 26 instructional classes in a five day work week: \$42.00. These monies shall be pensionable. Should a teacher's schedule decrease in a future year, any overall lessening of salary shall not be deemed in violation of NJSA 18A.
  2. Assignments discussed in C.1. will first be offered to qualified and available department members by seniority. If there are no available department members interested, then assignment will be made in reverse order of seniority to qualified and available department members.
  3. Two instructional curriculums being taught concurrently in the same class by the same teacher, as defined by two separate course numbers, shall be considered instructional classes and be paid at one-half the rate of C.1. No staff member will have more than six (6) course sections.

- D. Department Coordinators shall have a normal teaching schedule of five periods per day. Science Department Coordinators shall have a normal teaching schedule of four periods per day. These schedules exclude laboratory periods. The Board shall have the right to make a one-year exception to these schedules in emergency situations subject to Article XV A.2. and C.2.
- E. Any teacher assigned five or more instructional curriculums shall get two (2) additional mods of prep and no additional mods of duty.
- F. No employee shall hold more than one position, as delineated under Article XXIV that occurs during the student school day.

**ARTICLE XVI**  
**EMPLOYEE DAY AND CALENDAR**

A. WORK DAY

1. The workday of the certified staff shall not exceed an average of seven (7) hours and forty (40) minutes. The Board reserves the right to modify professional staff beginning and ending work times and passing time schedules. Such rights shall be in accordance with the provisions of Article XV A.2 and C.2 and will not change the total length of the professional staff day as indicated in this paragraph.
2. The work day for para-professionals and interpreters shall not exceed seven (7) hours and (15) minutes.
3. The work day for secretaries shall not exceed eight (8) hours, including a duty-free lunch period of 60 minutes duration.
4. The work day for attendance clerks shall not exceed four (4) hours.
5. All employees shall be required to follow building procedures for each arrival and departure.

B. SUMMER WORK DAY

1. The board at its discretion may continue the practice of the four day summer work week as instituted during the summer of 1994.
2. Should the Board not implement B.1 the following shall be operational. All full time twelve (12) month secretaries and ten (10) month per diem employees shall work seven (7) hours per day as summer hours, including a one (1) hour uninterrupted lunch hour, beginning the day following the close of school and continuing until the first day of school in September.

C. WORK YEAR

1. The work year for certified staff shall not exceed one hundred eighty six (186) days except for new personnel who may be required to attend two (2) additional orientation days.
2. The work year for para-professionals, interpreters, and attendance clerks shall be the same as that for the teachers.

3. The work year for all twelve (12) month secretarial employees shall be from July 1 through June 30 of each year.
4. The work year for all ten (10) month secretarial employees shall be from September 1 through June 30 of each year.
5. The work year for the 12 month Athletic Trainers shall be July 1 through June 30. 12 month Athletic Trainers shall be given 20 days of vacation.
6. The work year for 10 month Athletic Trainers shall be 10 months beginning at the official start of the fall sports season.

D. DUTY FREE PREPARATION TIME

1. A duty free preparation period shall be scheduled for teachers and para-professionals every work day. The duty free prep period per day for para-professionals will be scheduled during times while students are otherwise occupied and the presence of the para-professional is not necessary.
2. Guidance Counselors, CST, Nurse and Media Specialists shall be scheduled a duty free prep time equivalent to that granted to a classroom teacher.
3. Employees covered by this agreement shall not be required to serve as substitutes during their scheduled preparation time, except in emergencies as determined by the Superintendent or his designee. In the event that a member is required to serve as a substitute during a preparation or lunch period, the member will receive \$37.
4. a.) The Board will continue the practice of providing Group A & C Personnel who volunteer to proctor after school administrative detention or an after school student holding area, with morning flex time or an hourly rate of \$24.00 per hour.  
  
b.) Group A & C Personnel who volunteer to proctor a before school student holding area with an hourly rate of \$24.00 per hour. If food is being served in a before school student holding area, the hourly rate will be \$29.00 per hour.

E. DUTY FREE LUNCH

1. Secretaries shall be entitled to a duty free lunch period of 60 minutes duration.
2. Employees covered by this Agreement may leave the building during their scheduled lunch periods upon signing out.
3. Groups A & C shall be allotted a lunch period that is no less in length than a student's lunch period.

F. OVERTIME AND COMPENSATORY TIME (Group B only)

Overtime is defined to mean any approved time spent at one's regular or assigned duties either before or after regular daily work hours.

1. Compensation for administratively approved secretarial or clerical overtime shall be either 1 1/2 times the employee's regular wages or accumulated compensatory time provided that the paid hours in a given work week exceed forty (40) hours. The method of compensation shall be determined by the Superintendent upon the request of the employee and with the recommendation of the employee's immediate Supervisor.
2. Group C personnel shall be compensated for supervision of student(s) before or after the contracted school day at the same hourly rate of the chaperones. (no minimum hours)

G.

1. The work week of the 12 month and 10 month Athletic Trainers from the official start of the fall sports season to the end of the spring sport season shall not exceed 45 hours per week. The remainder of the year the work week for the 12 month Athletic Trainer shall be the same as that of Group B.
2. Any hours worked over 45 hours per week shall be compensated at 1.5 times the hourly rate of that trainer.
3. Athletic trainers who work on Sundays, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day will be paid at 1.5 times their hourly rate. In the event that any holiday hours exceed the normal 45 hour work week, only 1.5 times the regular hourly rate will be paid for such holiday hours worked.

- H. Inservice training may be conducted for up to 30 minutes beyond the standard employee workday a maximum of four times per semester. In the event that training is conducted more frequently or in longer duration than the above timeframes, compensatory time shall be granted by shortening the end of the day commitment of the teaching staff member. This provision shall not apply to either the New Teacher Induction workshops or Research for Better Teaching. The scheduling of these shall be at the discretion of the district.
- I. Impact of True Eight Period Day. Each teaching staff member shall receive an additional mod of duty and an additional duty free prep mod. The scheduling of these additional mods shall be at the sole discretion of the District. For example, an employee may be given a full extra period of duty in one semester and a full extra duty free prep period in another semester of the same school year.
- J. In event that schools are dismissed early for inclement weather, unit members may leave no later than ½ hour after students are dismissed.



**ARTICLE XVII**  
**PART TIME CERTIFIED STAFF**

When part-time certified staff is employed, the following will apply:

1. Pay will be based on a nine period day.
2. Part time staff will be paid for one period beyond their designated assignment schedule.
3. Benefits will be awarded if the employee's assignments and additional period (2 above) represent more than fifty (50) percent of the nine period day.
4. Any employee with less than a two-thirds ( $2/3$ ) schedule will advance one-half step on the salary guide. All others will advance a full step.
5. Sick days will accumulate on the prorated basis.

**ARTICLE XVIII**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Upon reasonable request by the Association the Board agrees to make known to the Association when and where it may obtain such information as requested which the Board is required by law to release and to make available to the public.
- B. **RELEASED TIME FOR MEETINGS**
1. Whenever the representative of the local Association or any employee participates during work hours in grievance proceedings, conferences, or meetings, he shall be given release time when the meeting is demanded by the Administration.
  2. All Association officers and representatives shall have release time to attend Lenape District Education Association meetings 15 minutes after the dismissal of the last group of district students on the meeting day. Meetings shall be limited to twice per month.
- C. **SPEAKING AT ORIENTATION MEETINGS**
1. An Association representative may speak to new employees and/or Association members concerning Association business provided he requests same prior to the meeting and receives approval from the Superintendent or designee.
- D. The Association and its representatives shall be permitted to use school buildings at reasonable hours for meetings, provided the Association representative requests prior approval from the building principal.
- E. The Association shall be permitted to use school buildings and equipment, including computers, copiers, calculators, and audiovisual equipment, when such equipment is not otherwise in use. The Association shall request prior approval for such use and pay for the reasonable costs of all materials and supplies incident to such use. Such equipment shall not be permitted to be taken off premises.
- F. **BULLETIN BOARDS**  
The Association shall have, in the school buildings, the exclusive use of a bulletin board in employee lounges and dining rooms.
- G. **MAIL FACILITIES AND MAIL BOXES**  
The Association shall have the right to use the school mail boxes for distribution of Association notices, newsletters, meeting announcements, etc. The Association will not distribute any materials that bear the name of any outside organization or firm that could be interpreted as a solicitation from said organization or firm.

H. The rights and privileges of the Association and its representatives set forth in this Agreement shall be granted to the Lenape District Education Association as the exclusive representative of the employees covered by this Agreement, and to no other organization.

I. RELEASED TIME FOR ASSOCIATION OFFICERS

1. The Board will provide the President, Vice President, Secretary, and the Treasurer of the LDEA with a duty free period. There shall be only one Vice President per building and only one duty free period per Vice President.
  - a) This released time will be used by the officers to perform their Association duties.
  - b) Lunch and preparation time will not be considered as a part of the released time.
2. If the President and Secretary are assigned in the same building, the release time period shall be the same.
3. Released time is not to be construed as a reduction in the typical class assignment of a member of the officer's teaching department.

J. ASSOCIATION PAYROLL DUES DEDUCTION

The Board agrees to deduct from the salaries of the employees covered by this Agreement dues for the Lenape District Education Association, the Burlington County Education Association, the New Jersey Education Association and the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 of N.J. Public Laws of 1969 (N.J.S.A. 5 2:14-15.99) and under rules established by the State Department of Education. The district shall be responsible for disbursing such monies to the appropriate Association as indicated by the appropriate representative of the LDEA. The Association shall be responsible for administering the membership dues roster. Disbursement shall be by the 15th of each month following the monthly pay period in which deductions are made.

L. The school calendar, including the schedule for marking periods shall be supplied to the Association before it is sent to the Board for approval. The Board shall be informed of the Association's concerns.

**ARTICLE XIX**  
**EMPLOYEE RIGHTS**

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Law of 1974, the Board hereby agrees that every employee covered by this Agreement shall have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any aforementioned employee in enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the constitutions of New Jersey and the United States. The Board also agrees that it shall not discriminate against any aforementioned employee with respect to hours, wages, or any terms or conditions with respect to employment by reason of his membership in the Association and its affiliates, his participation, or involvement in collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.

B. EVALUATION OF STUDENTS

The employee shall have the right and responsibility to determine grades and other evaluations of students within the policies of the Lenape Regional High School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade shall be changed or modified without notifying the employee involved.

C. CRITICISM OF EMPLOYEES

Any questions or criticism by a Supervisor, Administrator, or Board member of an employee and/or his methodology or any question or criticism by an employee of a Supervisor, Administrator, or Board member shall be made in confidence and not in the presence of students, parents, or at other public gatherings, except those acts which must be taken by law at a public meeting.

D. REQUIRED MEETINGS OR HEARING

Whenever any individual covered by this Agreement is required to appear before a Supervisor, Assistant Principal, Principal, the Board, or Superintendent concerning any matter which would result in termination of employment or the withholding of an increment for that individual, prior written notice of the reasons for such meeting or interview shall be given and the individual shall be entitled to have a representative of the Association present at such meeting or interview.

- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- F. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.
- F. The Board and Association agree that there shall be no discrimination in regard to terms and conditions of employment on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, atypical hereditary cellular or blood trait, handicap, nationality, or because of their liability for service in the Armed Forces of the United States.
- G. Unit members children who reside with the unit member outside the District may enroll the child (children) in District school (s) without tuition.
- H. All employees covered by this Agreement shall be notified of their contract and salary status for the ensuing year no later than the date established by N.J.S.A. 18A:27-10.

**ARTICLE XX**  
**REPRESENTATION FEES**

If an employee does not become a member of the Association during a membership year, the Board shall deduct a representation fee pursuant to NJSA 34:13a-5.9, (C.477 PL 1979) of the unified dues as certified by the Lenape District Education Association.

It is agreed that the Board shall have no other obligations or liability, financial or otherwise, other than as set forth herein because of any action arising out of the understandings expressed in the language of this section. It is further understood that once funds deducted are remitted to the Association, the disposition of such funds shall be the full and exclusive responsibility of the Association. The Association shall indemnify and save the Board and its agents harmless against any and all claims, demands, suits, or other forms of liability including legal and/or representation fees resulting from any action arising out of the provisions of this section or in reliance upon any list or notice furnished by the Association.

**ARTICLE XXI**  
**EXTRA CURRICULAR ACTIVITIES**

A. DEFINITION

Extra-curricular activities are set forth on the extra-curricular and coaching guide and include those activities not specified as part of the teaching and duty assignments scheduled in the regular work day, work week or work year as defined in this Agreement or as established by past practice.

- a) Date of Posting - When school is in session, a notice shall be posted in each school as far in advance as possible, ordinarily at least fifteen (15) school days and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for said vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.
  - b) Application procedure - The Superintendent shall post a list of extracurricular positions to be filled during the summer period at the Board office, in each school, and a copy of such notice shall be given to the Association.
  - c) Criteria for Notice - The qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.
  - d) Selection Procedure - All qualified employees shall be given adequate opportunity to make application.
2. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified person from outside the district pursuant to administrative code.
  3. District teachers shall not be involuntarily assigned to extra-curricular positions for more than one (1) year. Any such involuntary assignments shall be made basis of reverse seniority among the pool of qualified personnel.
  4. If an extra curricular activity is held by a bargaining unit member who is promoted to administration, then that position shall be posted at the end of that school year. If there are no applicants for the position, then that person may retain the position on a yearly basis. Each year the position shall be posted. (Administrators who hold extracurricular positions as of July 1, 2000 will be grandfathered for this paragraph).

**ARTICLE XXII**  
**VACATION & HOLIDAYS**

- A. All twelve month Group B employees shall be entitled to paid vacation leave in accordance with the following schedule:

<u>Upon completion of:</u>	<u>Vacation Leave</u>
1 year	10 working days
5 years	15 working days
10 years	20 working days

Junior ROTC advisors shall be entitled to 20 working days vacation upon the completion of two years of service.

- B. For employees hired subsequent to July 1 and before June 30, the following will apply:
1. New employees hired after July 1 shall accrue vacation time at the rate of 1/12th their allotment per month of employment for the first year. Vacation allotment for the partial month worked shall be rounded to the next highest number.
  2. Earned vacation days cannot be taken until after June 30 following the initial date of employment.
  3. Employees hired on or before January 15<sup>th</sup> will earn 1 year of credit towards vacation eligibility.
- C. Vacation times shall be scheduled to coordinate with the work schedule and subject to the approval of the immediate Supervisor.
- D. Employees shall limit vacation to not more than ten (10) consecutive working days unless permission is granted.
- E. Ten (10) month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon the employee shall be entitled to vacation time commensurate with their total number of months worked in the district.
- F. An employee who resigns during their contracted period of employment shall have their accrued vacation time paid at their per diem rate.



- G. Generally, vacations are not to be taken during the month of June nor during the five (5) scheduled working days preceding and fifteen (15) scheduled working days following the official reporting date for the instructional staff.
1. Vacation requests by specific employees during the noted time will be considered on an individual basis; however, the efficient operation of the school district will be primary in the decision to allow such request. Such decisions will not be subject to the grievance procedures referenced in this agreement.
- H. A total of Five (5) vacation days may be carried from one year to the next. No more than 5 vacation days can be accrued at one time.
- I. HOLIDAYS
1. All employees shall be entitled to paid holidays according to the following schedule:
    - a) Independence Day
    - b) Labor Day
    - c) School calendar holidays for which the staff is not required to be present.
  2. If Independence Day falls on a Saturday, employees shall not be required to work on the preceding Friday, and if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the Friday or Monday above, the employee shall receive a "floating" holiday which will be taken on a day approved by the administration.
- J. No employee will be scheduled to work on days when school is closed due to inclement weather or other emergencies which close school to students and instructional staff.

**ARTICLE XXIII**  
**TENURE & SENIORITY RIGHTS**

A. TENURE

All certified teaching staff and secretarial staff shall be granted tenure in accordance with statute.

B. SENIORITY

1. School district seniority is defined as continuous service by employees in the school district and shall be based on the date of employment. In the event that two or more employees signed contracts for employment on the same date of employment, seniority priority will be determined by lottery.
2. The board shall maintain a seniority list of employees, copies of which shall be made available to the Association.

C. REDUCTION IN FORCE/RECALL (Category A & B Only)

1. In the event of a reduction in force, the employees shall be laid off in the inverse order of district seniority according to job title and consistent with statute.
2. Laid off employees will be placed on a recall list for a period of two years. In the event of a job opening in the job title on a recall list, the person(s) with the highest seniority will be offered the position by an offer sent certified mail to the person's last address. Failure to reply within five (5) working days of the receipt of notification or a subsequent failure to report for work shall result in a removal of the employee's name from the recall list.
3. Secretaries may bump into a lower classification in a seniority unit if they possess the requisite qualifications and ability to perform the functions of the job.
4. Barring student enrollment decrease, there shall be no reduction in force of existing teaching staff members as the result of the assignment of more than 25 instructional classes. This clause in no way diminishes the Board's right to non-renewal non-tenured staff.

D. JOB SECURITY

1. Any non-tenured certified teaching staff member may be terminated by either the Board or the employee upon written notification of at least thirty (30) days.
2. After the completion of a ninety (90) day probationary period of employment, the contract of other non-tenured employees covered by this Agreement may be terminated by either the Board or the employee upon prior notification of at least two weeks.

**ARTICLE XXIV**  
**PROMOTIONS**

- A. Promotional positions are defined as those vacancies paying a salary differential and/or positions on the administrative-supervisory level, or any bargaining unit assignment to which an honorarium is attached.
1. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of new promotional positions shall be filled pursuant to the following procedures:
    - a) Such vacancies shall be adequately publicized including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance. In addition, the Superintendent may concurrently publicize the position outside the school district.
    - b) Said notice of vacancies shall clearly set forth the qualifications for the position. Standards of qualifications must be consistent with the position and may be changed from time to time providing notice of change shall be given in the publication for said position.
    - c) Employees who desire to apply for such vacancies shall file their applications in writing with the Office of Superintendent within the time limit specified in the notice.
    - d) Such vacancies shall be filled on the basis of fitness for the vacant position provided that when two or more equally qualified applicants request the same position, as a general rule seniority in the district shall be considered the major factor.
    - e) Interim appointments to vacancies may be made at the discretion of the Superintendent and/or the Board of Education. At no time may the experience gained from such an interim appointment be used as a qualification for filling such position on a permanent basis.

**ARTICLE XXV**  
**TRANSFERS**

- A. In this article, the term "transfer" shall mean an employee initiated request for a change to another school, the term "reassignment" shall mean a change not initiated by the employee.
1. Transfers shall be conducted pursuant to the following procedures:
    - a) Vacancies shall be adequately publicized, including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance.
    - b) The notice of vacancies shall contain the title of the vacancy and the school where it exists. A job description will be supplied, upon request, by the Superintendent's office.
    - c) An employee must be employed in the school district at least two years before becoming eligible to apply for transfer.
    - d) Employees who desire a transfer to another school shall file their application in writing within the time limit stipulated on the announcement of vacancy.
    - e) In determining an employee's request for transfer, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the school building shall be given primary consideration.
    - f) Secretaries applying for a transfer within their own job title or classification shall not be required to take a test to determine their eligibility for the position.
    - g) Ten (10) month employees who transfer into a twelve (12) month position shall start on the same salary step held as a ten month employee.
  2. REASSIGNMENTS
    - a) Reassignments shall normally be made when a position is abolished in one school and a vacancy for which an employee is qualified occurs in another school.

- b) No vacancy shall be filled by reassignment until all requests for transfer have been considered.
- c) When reassignment is necessary, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the building shall be given primary consideration.
- d) The Board shall consider all qualified employee applicants before an involuntary reassignment is made. In the event of the need for an involuntary transfer or reassignment, all employees may request a meeting with the Manager of Personnel Services, or his designee at which time the necessity of the transfer will be discussed. In the event that an employee continues an objection to the reassignment, a meeting with the Superintendent may be requested. The employee reserves the right to request representation of the Association at any such meeting.

## B. GRIEVANCE

1. Complaints arising from the administration of this policy can be made in accordance with the grievance procedure in effect.

**ARTICLE XXVI**  
**DURATION OF AGREEMENT**

A. All provisions of this Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2013.

In witness whereof, the Board has caused this Agreement to be signed by its President, attested by its Secretary, and its corporate seal to be placed hereon and the Association has caused this Agreement to be signed by its President and Secretary.

LENAPE DISTRICT EDUCATION ASSOCIATION

ATTEST: Nancy N. Aldefeicht BY: Sharon P. H. [Signature]  
Secretary President

Date of Signing: 10/26/11

BOARD OF EDUCATION OF  
LENAPE REGIONAL HIGH SCHOOL DISTRICT

ATTEST: [Signature] BY: [Signature]  
Secretary President

Date of Signing: 10/26/11

**SCHEDULE 1**

**Teacher  
Salary Guides  
2011 - 2013**

**2011-12**

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	51,363	52,538	53,713	54,888	56,063	57,238	58,413	59,588	60,763	61,938
2	51,863	53,038	54,213	55,388	56,563	57,738	58,913	60,088	61,263	62,438
3	52,363	53,538	54,713	55,888	57,063	58,238	59,413	60,588	61,763	62,938
4	52,863	54,038	55,213	56,388	57,563	58,738	59,913	61,088	62,263	63,438
5	54,394	55,569	56,744	57,919	59,094	60,269	61,444	62,619	63,794	64,969
6	54,689	55,864	57,039	58,214	59,389	60,564	61,739	62,914	64,089	65,264
7	54,991	56,166	57,341	58,516	59,691	60,866	62,041	63,216	64,391	65,566
8	55,740	56,915	58,090	59,265	60,440	61,615	62,790	63,965	65,140	66,315
9	56,878	58,053	59,228	60,403	61,578	62,753	63,928	65,103	66,278	67,453
10	59,393	60,568	61,743	62,918	64,093	65,268	66,443	67,618	68,793	69,968
11	60,886	62,061	63,236	64,411	65,586	66,761	67,936	69,111	70,286	71,461
12	62,395	63,570	64,745	65,920	67,095	68,270	69,445	70,620	71,795	72,970
13	63,932	65,107	66,282	67,457	68,632	69,807	70,982	72,157	73,332	74,507
14	67,219	68,394	69,569	70,744	71,919	73,094	74,269	75,444	76,619	77,794
15	70,171	71,346	72,521	73,696	74,871	76,046	77,221	78,396	79,571	80,746
16	74,470	75,645	76,820	77,995	79,170	80,345	81,520	82,695	83,870	85,045
17	81,026	82,201	83,376	84,551	85,726	86,901	88,076	89,251	90,426	91,601
18	87,582	88,757	89,932	91,107	92,282	93,457	94,632	95,807	96,982	98,157

**2012-13**

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	53,814	55,014	56,214	57,414	58,614	59,814	61,014	62,214	63,414	64,614
2	54,314	55,514	56,714	57,914	59,114	60,314	61,514	62,714	63,914	65,114
3	54,814	56,014	57,214	58,414	59,614	60,814	62,014	63,214	64,414	65,614
4	55,314	56,514	57,714	58,914	60,114	61,314	62,514	63,714	64,914	66,114
5	55,814	57,014	58,214	59,414	60,614	61,814	63,014	64,214	65,414	66,614
6	56,314	57,514	58,714	59,914	61,114	62,314	63,514	64,714	65,914	67,114
7	56,814	58,014	59,214	60,414	61,614	62,814	64,014	65,214	66,414	67,614
8	57,514	58,714	59,914	61,114	62,314	63,514	64,714	65,914	67,114	68,314
9	58,943	60,143	61,343	62,543	63,743	64,943	66,143	67,343	68,543	69,743
10	61,283	62,483	63,683	64,883	66,083	67,283	68,483	69,683	70,883	72,083
11	62,824	64,024	65,224	66,424	67,624	68,824	70,024	71,224	72,424	73,624
12	64,380	65,580	66,780	67,980	69,180	70,380	71,580	72,780	73,980	75,180
13	65,966	67,166	68,366	69,566	70,766	71,966	73,166	74,366	75,566	76,766
14	69,358	70,558	71,758	72,958	74,158	75,358	76,558	77,758	78,958	80,158
15	72,404	73,604	74,804	76,004	77,204	78,404	79,604	80,804	82,004	83,204
16	76,840	78,040	79,240	80,440	81,640	82,840	84,040	85,240	86,440	87,640
17	83,604	84,804	86,004	87,204	88,404	89,604	90,804	92,004	93,204	94,404
18	90,369	91,569	92,769	93,969	95,169	96,369	97,569	98,769	99,969	101,169

**Longevity**

After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400



## SCHEDULE 2

### Secretary / Office Manager Salary Guides 2011 - 2013

#### Secretary

Step	SALARY	SALARY
	2011-12	2012-13
1	28,816	29,870
2	29,116	30,170
3	29,416	30,470
4	29,716	30,770
5	30,112	31,070
6	31,168	32,160
7	32,559	33,596
8	33,986	35,067
9	35,451	36,579
10	36,926	38,101
11	38,443	39,666
12	40,708	42,004
13	42,973	44,340
14	45,535	46,984
15	48,270	49,806

#### Office Manager

Step	SALARY	SALARY
	2011-12	2012-13
1	35,263	37,359
2	35,563	37,659
3	35,863	37,959
4	36,163	38,259
5	37,370	38,559
6	38,577	39,804
7	39,784	41,049
8	40,990	42,295
9	42,197	43,540
10	43,404	44,785
11	44,611	46,030
12	45,817	47,275
13	47,024	48,520
14	48,231	49,766
15	49,438	51,577
16	51,741	53,388

#### Longevity

After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

**SCHEDULE 3**

**Athletic Trainers  
Salary Guides  
2011 - 2013**

**Athletic Trainers**

<b>Step</b>	<b>SALARY 2011-12</b>	<b>SALARY 2012-13</b>
1	54,906	56,654
2	56,157	57,944
3	57,430	59,257
4	58,702	60,570
5	59,975	61,883
6	61,247	63,196
7	62,520	64,509
8	64,039	66,077
9	65,109	67,181
10	66,182	68,288
11	67,255	69,395
12	68,328	70,502
13	69,401	71,609
14	70,474	72,716
15	71,359	73,630
16	72,244	74,543
17	73,130	75,457
18	74,015	76,370

**Education**

BA+15	1,175	1,200
BA+30	2350	2400
BA+45	3525	3600
MA	4700	4800
MA+15	5875	6000
MA+30	7050	7200
MA+45	8225	8400
PHD	9400	9600

**Longevity**

After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400

## SCHEDULE 4

### Paraprofessionals / Attendance Clerks / Interpreters / Nurse Paraprofessionals Salary Guides 2011 - 2013

#### Paraprofessional

Step	SALARY	SALARY
	2011-12	2012-13
1	26,358	27,309
2	26,558	27,509
3	26,758	27,709
4	26,958	27,909
5	27,242	28,109
6	28,153	29,048
7	29,250	30,180
8	30,347	31,312
9	31,450	32,451
10	32,554	33,590

#### Attendance Clerks

Step	SALARY	SALARY
	2011-12	2012-13
1	20,003	20,658
2	20,203	20,858
3	20,403	21,058
4	20,603	21,258

#### Interpreter / Nurse Paraprofessional

Step	SALARY	SALARY
	2011-12	2012-13
1	35,712	37,715
2	35,912	37,915
3	36,112	38,115
4	36,312	38,315
5	37,327	38,515
6	38,342	39,562
7	39,357	40,609
8	40,372	41,656
9	41,386	42,703
10	43,494	44,878

#### Longevity

After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

**SCHEDULE 5**

**ATHLETIC COACHES GUIDE  
2011-2013**

SALARY BASED ON THE FOLLOWING MULTIPLIERS: 57,445      60,315

POSITION	STEP	PERCENT	SALARY	SALARY
		11-13	11-12	12-13
<b>Level I</b> (Football, Wrestling, Basketball B&G)				
Head Coach	1	14.50%	8,330	8,746
	2	15.50%	8,904	9,349
	3	16.50%	9,478	9,952
Asst. Coach	1	10.00%	5,745	6,032
	2	11.00%	6,319	6,635
	3	12.00%	6,893	7,238

<b>Level II</b> (Track B&G, Soccer B&G, Baseball, Softball, Lacrosse Swimming B&G, Gymnastics B&G, Field Hockey)				
Head Coach	1	12.50%	7,181	7,539
	2	13.50%	7,755	8,143
	3	15.00%	8,617	9,047
Asst. Coach	1	7.50%	4,308	4,524
	2	8.50%	4,883	5,127
	3	10.00%	5,745	6,032

<b>Level II-A</b> (Cross Country, Winter Track B&G)				
Head Coach	1	10.00%	5,745	6,032
	2	11.50%	6,606	6,936
	3	12.50%	7,181	7,539
Asst. Coach	1	6.00%	3,447	3,619
	2	7.50%	4,308	4,524
	3	8.50%	4,883	5,127

<b>Level III</b> (Tennis B&G, Bowling, Golf)				
Head Coach	1	8.00%	4,596	4,825
	2	9.50%	5,457	5,730
	3	10.50%	6,032	6,333
Asst. Coach	1	5.00%	2,872	3,016
	2	6.50%	3,734	3,920
	3	7.50%	4,308	4,524

<b>Cheerleading</b> (Football, Basketball)				
Advisor	1	4.50%	2,585	2,714
	2	5.50%	3,159	3,317
	3	6.50%	3,734	3,920
Assistant	1	3.00%	1,723	1,809
	2	4.00%	2,298	2,413
	3	5.00%	2,872	3,016

**SCHEDULE 6**

**EXTRA CURRICULAR GUIDE  
2011-2013**

SALARY BASED ON THE FOLLOWING MULTIPLIERS:

\$ 44,666 \$ 46,888

POSITION	STEP	11-13%	11-12\$	12-13\$
EQUIPMENT MANAGER	1	5.00%	\$ 2,233	\$ 2,344
	2	6.00%	\$ 2,680	\$ 2,813
	3	7.50%	\$ 3,350	\$ 3,517
TICKETS (ATHLETICS)	1	2.50%	\$ 1,117	\$ 1,172
	2	3.00%	\$ 1,340	\$ 1,407
	3	4.00%	\$ 1,787	\$ 1,876
OPEN GYM	1	3.00%	\$ 1,340	\$ 1,407
	2	4.00%	\$ 1,787	\$ 1,876
	3	5.00%	\$ 2,233	\$ 2,344
ELEMENTARY BASKETBALL / WRESTLING	1	2.00%	\$ 893	\$ 938
DEBATE, MATH, KNOWLEDGE BOWL, FBLA, DECA, SCIENCE LEAGUE, TECHNOLOGY STUDENT ASSOCIATION	1	5.00%	\$ 2,233	\$ 2,344
	2	5.50%	\$ 2,457	\$ 2,579
	3	6.00%	\$ 2,680	\$ 2,813
ACADEMIC DECATHLON CHESS CLUB	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.00%	\$ 1,787	\$ 1,876
CLUBS: ART, LANGUAGE (EACH), INTERACT., METEOROLOGY/ENVIRONMENTAL, WORLD AFFAIRS COUNCIL, SADD, AFRO-AMERICAN, AERONAUTICS, AMNESTY INTERNATIONAL, BIOLOGY, FUTURE EDUCATORS, STUDENTS ACTIVELY CONCERNED, ADAPTIVE PE, GAY/STRAIGHT ALLIANCE, HISTORY, COMMUNITY SERVICE, DEBORAH HEART, WELLNESS RENAISSANCE, PEER COACH	1	1.00%	\$ 447	\$ 469
	2	1.50%	\$ 670	\$ 703
	3	2.00%	\$ 893	\$ 938
BUDDIES SOCIAL SKILLS	1	4.50%	\$ 2,010	\$ 2,110
	2	5.00%	\$ 2,233	\$ 2,344
	3	7.00%	\$ 3,127	\$ 3,282
LITERARY MAGAZINE	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.00%	\$ 1,787	\$ 1,876
NEWSLETTER	1	5.00%	\$ 2,233	\$ 2,344
	2	5.50%	\$ 2,457	\$ 2,579
	3	6.00%	\$ 2,680	\$ 2,813
NEWSPAPER ADVISOR	1	6.00%	\$ 2,680	\$ 2,813
	2	7.00%	\$ 3,127	\$ 3,282
	3	8.00%	\$ 3,573	\$ 3,751
NEWSPAPER ASSISTANT	1	6.00%	\$ 2,680	\$ 2,813
	2	7.00%	\$ 3,127	\$ 3,282
	3	8.00%	\$ 3,573	\$ 3,751
PUBLIC RELATIONS (BUILDING)	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.50%	\$ 2,010	\$ 2,110
SCHOOL PHOTOGRAPHER	1	4.50%	\$ 2,010	\$ 2,110
	2	5.50%	\$ 2,457	\$ 2,579
	3	6.50%	\$ 2,903	\$ 3,048
YEARBOOK ADVISOR	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.50%	\$ 2,010	\$ 2,110
YEARBOOK ASSISTANT	1	10.00%	\$ 4,467	\$ 4,689
	2	12.00%	\$ 5,360	\$ 5,627
	3	14.00%	\$ 6,253	\$ 6,564
YEARBOOK ASSISTANT	1	5.00%	\$ 2,233	\$ 2,344
	2	6.00%	\$ 2,680	\$ 2,813
	3	7.00%	\$ 3,127	\$ 3,282

YEARBOOK BUSINESS MGR.	1	5.00%	\$ 2,233	\$ 2,344
	2	6.00%	\$ 2,680	\$ 2,813
	3	7.00%	\$ 3,127	\$ 3,282
DRAMA/MUSICAL PLAY DIRECTOR	1	6.00%	\$ 2,680	\$ 2,813
	2	7.00%	\$ 3,127	\$ 3,282
	3	8.50%	\$ 3,797	\$ 3,985
DRAMA/MUSICAL PLAY ASSISTANT	1	4.00%	\$ 1,787	\$ 1,876
	2	4.50%	\$ 2,010	\$ 2,110
	3	5.00%	\$ 2,233	\$ 2,344
CHORAL/INSTRUMENTAL ASST.(1 EACH)	1	4.00%	\$ 1,787	\$ 1,876
	2	4.50%	\$ 2,010	\$ 2,110
	3	5.00%	\$ 2,233	\$ 2,344
STAGE TECHNICAL ADVISOR	1	7.00%	\$ 3,127	\$ 3,282
	2	7.50%	\$ 3,350	\$ 3,517
	3	8.00%	\$ 3,573	\$ 3,751
STAGE TECHNICAL ASSISTANT	1	5.00%	\$ 2,233	\$ 2,344
	2	5.50%	\$ 2,457	\$ 2,579
	3	6.50%	\$ 2,903	\$ 3,048
DRAMA/MUSICAL BUSINESS MGR.	1	2.00%	\$ 893	\$ 938
	2	2.50%	\$ 1,117	\$ 1,172
	3	3.00%	\$ 1,340	\$ 1,407
MARCHING BAND DIRECTOR	1	12.50%	\$ 5,583	\$ 5,861
	2	13.50%	\$ 6,030	\$ 6,330
	3	15.00%	\$ 6,700	\$ 7,033
MARCHING BAND ASSISTANT	1	7.50%	\$ 3,350	\$ 3,517
	2	8.50%	\$ 3,797	\$ 3,985
	3	10.00%	\$ 4,467	\$ 4,689
CONCERT BAND DIRECTOR	1	3.00%	\$ 1,340	\$ 1,407
	2	4.00%	\$ 1,787	\$ 1,876
	3	5.00%	\$ 2,233	\$ 2,344
DANCE/JAZZ BAND DIRECTOR	1	5.00%	\$ 2,233	\$ 2,344
	2	6.00%	\$ 2,680	\$ 2,813
	3	7.50%	\$ 3,350	\$ 3,517
ORCHESTRA DIRECTOR	1	4.00%	\$ 1,787	\$ 1,876
	2	5.00%	\$ 2,233	\$ 2,344
	3	6.00%	\$ 2,680	\$ 2,813
REGIONAL ORCHESTRA DIRECTOR	1	6.00%	\$ 2,680	\$ 2,813
	2	7.00%	\$ 3,127	\$ 3,282
	3	8.00%	\$ 3,573	\$ 3,751
CHORAL DIRECTOR	1	4.00%	\$ 1,787	\$ 1,876
	2	5.00%	\$ 2,233	\$ 2,344
	3	6.00%	\$ 2,680	\$ 2,813
BAND FRONT ADVISOR	1	8.00%	\$ 3,573	\$ 3,751
	2	9.50%	\$ 4,243	\$ 4,454
	3	10.50%	\$ 4,690	\$ 4,923
BAND FRONT ASSISTANT	1	5.00%	\$ 2,233	\$ 2,344
	2	6.50%	\$ 2,903	\$ 3,048
	3	7.50%	\$ 3,350	\$ 3,517
WIND ENSEMBLE DIRECTOR	1	3.00%	\$ 1,340	\$ 1,407
	2	4.00%	\$ 1,787	\$ 1,876
	3	5.00%	\$ 2,233	\$ 2,344

SUPERMARKET COORDINATOR	1	3.50%	\$ 1,563	\$ 1,641
	2	4.50%	\$ 2,010	\$ 2,110
	3	6.00%	\$ 2,680	\$ 2,813
RAIDER, DRILL TEAM, COLOR GUARD- HEAD COACH		4.50%	\$ 2,010	\$ 2,110
ASSISTANT COACH		2.00%	\$ 893	\$ 938
CADET CHALLENGE - HEAD COACH		3.50%	\$ 1,563	\$ 1,641
ASSISTANT COACH		3.00%	\$ 1,340	\$ 1,407
NATIONAL HONOR SOCIETY ADVISOR	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.00%	\$ 1,787	\$ 1,876
NATIONAL HONOR SOCIETY ASSISTANT	1	1.50%	\$ 670	\$ 703
	2	2.50%	\$ 1,117	\$ 1,172
	3	3.00%	\$ 1,340	\$ 1,407
SCHOOL STORE MANAGER	1	3.50%	\$ 1,563	\$ 1,641
	2	4.50%	\$ 2,010	\$ 2,110
	3	6.00%	\$ 2,680	\$ 2,813
SCHOLARSHIP	1	4.00%	\$ 1,787	\$ 1,876
	2	5.00%	\$ 2,233	\$ 2,344
	3	6.00%	\$ 2,680	\$ 2,813
STUDENT COUNCIL ADVISOR	1	4.50%	\$ 2,010	\$ 2,110
	2	5.50%	\$ 2,457	\$ 2,579
	3	7.00%	\$ 3,127	\$ 3,282
STUDENT COUNCIL ASSISTANT	1	3.00%	\$ 1,340	\$ 1,407
	2	3.50%	\$ 1,563	\$ 1,641
	3	4.00%	\$ 1,787	\$ 1,876
MEDIA TECH ADVISOR	1	10.00%	\$ 4,467	\$ 4,689
	2	12.00%	\$ 5,360	\$ 5,627
	3	14.00%	\$ 6,253	\$ 6,564
MEDIA TECH ASSISTANT	1	5.00%	\$ 2,233	\$ 2,344
	2	6.00%	\$ 2,680	\$ 2,813
	3	7.00%	\$ 3,127	\$ 3,282
ROBOTICS ADVISOR	1	6.00%	\$ 2,680	\$ 2,813
	2	7.00%	\$ 3,127	\$ 3,282
	3	8.00%	\$ 3,573	\$ 3,751
ROBOTICS ASSISTANT	1	4.00%	\$ 1,787	\$ 1,876
	2	4.50%	\$ 2,010	\$ 2,110
	3	5.00%	\$ 2,233	\$ 2,344
SEQUOIA COMMUNICATIONS CO-SUPV	1	1.50%	\$ 670	\$ 703
	2	1.75%	\$ 782	\$ 821
	3	2.25%	\$ 1,005	\$ 1,055
SEQUOIA ACTIVITIES CO-SUPERVISOR	1	1.00%	\$ 447	\$ 469
	2	1.50%	\$ 670	\$ 703
	3	2.00%	\$ 893	\$ 938
9TH GRADE ADVISOR		3.00%	\$ 1,340	\$ 1,407
10TH GRADE ADVISOR		3.50%	\$ 1,563	\$ 1,641
11TH GRADE ADVISOR		5.00%	\$ 2,233	\$ 2,344
12TH GRADE ADVISOR		6.50%	\$ 2,903	\$ 3,048
HSPA COOPDINATOR		10.00%	\$ 4,467	\$ 4,689
SEQUOIA HSPA	1	1.50%	\$ 670	\$ 703
	2	2.50%	\$ 1,117	\$ 1,172
	3	3.00%	\$ 1,340	\$ 1,407
WEIGHT ROOM COOR.-PER SEASON		5.00%	\$ 2,233	\$ 2,344
DANCE CHAPERONES (PER HOUR, 3 HR. MINIMUM)			\$ 27	
SWAP (PER HOUR, 3 HR. MINIMUM)			\$ 27	
SWAP (PER HOUR, 3 HR. MINIMUM)			\$ 27	
CREDIT COMPLETION - HOURLY RATE			\$ 41.03	\$ 43.08