

Agreement between

SOMERS POINT BOARD OF EDUCATION

and

SOMERS POINT EDUCATION ASSOCIATION

Covering the period

July 1, 2019

through

June 30, 2022

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AGREEMENT

This Agreement entered into this 1st day of July 2019, by and between the City of Somers Point Board of Education; in the County of Atlantic, hereinafter called the “Board” and the Somers Point Education Association hereinafter called the “Association”. The Term of this contract will be July 1, 2019 to June 30, 2022.

**ARTICLE I
RECOGNITION**

A. In accordance with Chapter 123, P.L. of New Jersey, the Board recognizes the Association as the sole and exclusive representative for collection negotiations for all staff members who hold one of the following positions:

- TEACHER
- PART TIME TEACHER
- LIBRARIAN/MEDIA SPECIALIST
- SPEECH LANGUAGE SPECIALIST
- NURSE
- LEARNING DISABILITIES TEACHER CONSULTANT
- SOCIAL WORKER
- GUIDANCE COUNSELOR
- PSYCHOLOGIST
- SECRETARY
- INSTRUCTIONAL ASSISTANT
- NON-INSTRUCTIONAL AIDE

but excluding all those holding the position of:

- SUPERINTENDENT
- SECRETARY TO SUPERINTENDENT/SCHOOL DISTRICT EXECUTIVE SEC'Y
- BUSINESS ADMINISTRATOR/BOARD SECRETARY
- SECRETARY TO THE BUSINESS ADMINISTRATOR
- ACCOUNTS PAYABLE SUPERVISOR
- BOOKKEEPER

ASSISTANT TO THE BOARD SECRETARY
TREASURER OF SCHOOL MONIES
DIRECTOR OF CURRICULUM
PRINCIPAL/VICE PRINCIPAL
COMMUNITY EDC/REC DIRECTOR
SUBSTITUTE TEACHER
ATTENDANCE OFFICER
SUMMER SCHOOL TEACHER
SUPERVISOR OF BUILDINGS AND GROUNDS
CUSTODIAL PERSONNEL
SUPERVISOR OF SPECIAL SERVICES
ACTIVITIES COORDINATOR

- B. Unless otherwise indicated, the term “employees” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiation unit as above defined, and references to male teachers shall include female employees.
- C. “Instructional assistants” are defined as employees possessing 60 or more undergraduate credits or have a passing grade in the ParaPro Assessment test.–NOTE: An asterisk (*) indicates articles that pertain to professional employees under TPAF only.

ARTICLE II NEGOTIATION PROCEDURES

- A. The parties agree to enter into collective negotiations over a successor agreement; such negotiations shall be according to the Rules and Regulations of P.E.R.C. in the school year in which this agreement expires. Any agreement so negotiated shall apply to all employees in the unit, be reduced to writing and be adopted and signed by the Board and ratified and signed by the Association.
- B. Neither party in any negotiation shall have any control over the selection of the negotiating representatives of the other party.

ARTICLE III REPRESENTATION FEE

- A. Purpose of Fee
If an employee who is included in the bargaining unit does not become a member of the Association during any membership year which is covered in whole or part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employees per capita cost of services rendered by the Association as majority representative. Both the Board and the Association agree that the law supersedes the contract.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee would be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to set up to 85% of that amount as the maximum amount set by statute.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted by the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deduction will begin with the first paycheck paid:

(a) 10 days after receipt of the aforesaid list by the Board; or

(b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, which is later.

1. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

2. Mechanics

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

3. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

4. New Employees

On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

D. Indemnification

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

ARTICLE IV GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application or violation of this agreement policies, and administrative decisions and practices affecting the terms and conditions of employment of employee or group of employees.

A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

2. Aggrieved Person

An “aggrieved person” is the person(s) to whom it is alleged an injury has occurred excepting:

- (a) An employee not covered by the terms of this contract;
- (b) A non-tenure employee whose complaint arises by reason of his not being reemployed;
- (c) An employee whose complaint is occasioned by appointment to or lack of appointment to retention in or lack of retention in any position for which tenure is either not possible or not required;
- (d) An employee whose complaint is:
 1. Any matter for which a method of review is prescribed by law;
 2. Any application of a rule or regulation of the State Board of Education;
 3. Any situation upon which the Commissioner of Education has rules or has the power to rule;
 4. Any matter in which this board does not have the power to act.

An aggrieved person shall continue to perform in his position under the direction of the Superintendent and Administrators pending the outcome of any grievance hereunder.

3. Party in Interest

A “party in interest” is the person(s) making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

1. Level One - Principal or Immediate Superior

An employee with a grievance shall first discuss it with his immediate supervisor with the objective of resolving the matter informally. If the grievance is not adjusted to the satisfaction of the teacher within five (5) school days following the discussion, the employee shall refer the grievance to the principal within ten (10) school days of the initial filing of the grievance with the principal who shall render his decision within five (5) school days.

2. Level Two - Superintendent

The employee grievant, no later than five (5) school days after the receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussion; (d) his dissatisfaction with the decisions previously rendered; and (e) the remedy sought. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate supervisor. The Superintendent shall personally hear the employee grievant if desired and agreed upon by both parties.

3. Level Three - Board of Education

If the grievance is not resolved to the grievant's satisfaction he may no later than five (5) school days after receipt of the Superintendent's decision request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall hold a hearing with the employee grievant at the request of the grievant. The Board shall render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days from the time the Board receives the grievance. The referred to hearing shall be held within a reasonably expeditious time after receipt of the appeal notice.

4. Level Four - Arbitration

Failure to settle a matter of grievance shall be resolved in the following manner:

- (a) If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, the Association shall so notify the Board through the Superintendent within ten (10) school days of the receipt of the Board's decision, except in the case of grievance involving any of the following points:
 - (1) Any matter for which a method of review is prescribed by law or, any rule or regulation of the State Board of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone;
 - (2) A complaint of a non-tenured teacher which arises by reason of his not being reemployed;
 - (3) An employee whose complaint is occasioned by appointment to or lack of appointment to retention in or lack of retention in any position for which is either not possible or not required;

- (4) No grievance other than that arising from interpretation and application of contract provisions shall be submitted to binding arbitration.
- (b) The Public Employment Relations Commission procedures shall be followed to secure the services of an arbitrator.
 - (c) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the agreement between the parties. The decision of the arbitrator shall be final and binding upon both parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitration proceedings.
 - (d) The fee and expenses, if any, of the arbitrator, shall be shared by each party paying one-half.

C. Rights of Employees to Representation

- 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by the Association or by a representative selected by him.
- 2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Board of Education, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.
- 3. No reprisals of any kind shall be taken by the Board or any member of the administration against any party in interest, any representative, a member of the Association, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

- 1. Separate grievance file
All documents, communications and records dealing with the processing of a Grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- 2. Forms
Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association.
- 3. Meetings and Hearings
No meetings or hearings under this procedure shall be conducted in public.

ARTICLE V EMPLOYEES' RIGHTS

- A. Statutory Savings Clause
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.
- B. Evaluation of Students
The teacher shall determine grades and other evaluations of students within the grading policies of the Board based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without prior discussion with the teacher.
- C. Association Identification
No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. Just Cause Provision
No tenured teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional service without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE VI ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time any public information of the Board. The Board will provide to the Association President, on a monthly basis and in advance of the meeting, a copy of the Board Agenda for the month and a copy of the Board minutes from the preceding month.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, or other pertinent matters mutually agreed upon, as approved by the Superintendent, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours in accordance with Board policy.

- D. The Association shall have the privilege to use the inter-school mail facilities and school mailboxes as it deems necessary and without approval of building principals or other members of the administration.
- E. The rights and privileges of the Association and its representatives and set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employee, and to no other employee organizations.
- F. The Association shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use, providing such notification is made in advance to the building principal. The Association shall pay for the cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.
- G. The Board shall provide to the Association President one copy of each proposed board policy change or addition at such time as the same is recommended to the Board for first reading by the Board Policy Committee. The Association shall have access to updated Board policies online.
- H. The Board shall provide the Association President with a half-hour a week to perform his or her duties. It is agreed that the half-hour will be in lieu of the assigned half-hour of duty assigned weekly.

**ARTICLE VII
SCHOOL CALENDAR**

- A. The Superintendent shall consult with the President of the Somers Point Education Association concerning the school calendar prior to Board adoption.
- B. The number of pupil contact days remains as in the past in accordance with the past practices of the Board of Education and consistent with State regulation. New teachers may be required to attend one (1) additional day for orientation.
- C. All professional staff shall have a 183 work day calendar for the term of this contract. The additional day, added beginning with the 2001-2002 school year, is to be used by the Board to provide in-service that counts toward the "100 hour" State requirement. If it is not used for this purpose, then it cannot be used and the work calendar shall be 182 days.

ARTICLE VIII TEACHING HOURS AND TEACHING LOAD*

- A. Arrival and Dismissal Time and Student Instructional Time

1. The certified staff is expected to devote to their assignment the time necessary to meet their responsibilities. However, no teacher shall be required to report for duty earlier than twenty (20) minutes* before the start of the pupils' school day and shall be permitted to leave twenty (20) minutes* after the close of the pupils' school day except when faculty meetings are scheduled, in-service training is scheduled when pupils' are on half session, parent conferences are scheduled, or other professional responsibilities of an emergency nature arise. Administrative permission to leave school earlier than twenty (20) minutes after the end of the pupils' day may be granted on request of the teacher.

2. *Teachers will be permitted to leave at the close of the pupils' school day preceding holidays.

In the event of an emergency the Superintendent shall seek the agreement of the Somers Point Education Association before requesting the teachers to remain after school.

B. * The 7 hour work day will be structured upon administrative discretion for setting instructional day schedule excluding thirty minutes duty free lunch period and forty minute prep period for teachers. Such schedule will be reduced based on a ½ day schedule. On a ½ day schedule for in-service, the in-service won't begin until twenty (20) minute after student dismissal time. Teachers will not be required to supervise in the lunchroom or on the playground during their duty free lunch period through the course of the year.

C. * Teachers shall be required to attend faculty or other professional meetings once per month not to exceed 60 minutes, providing at least one day's notice.

In the case of emergencies a faculty meeting may be called without one day's notice. The length of such faculty meeting will be the time necessary to discuss the purpose of the meeting, not necessarily the whole 60 minutes. Where notice has not been previously given, and the meeting is of an "emergency" nature, the teacher will not be held responsible for attending if he has so notified the building principal or Superintendent of a previous commitment.

Both parties understand it is the contractual obligation of employees to attend back to school night and fall conferences. The parties understand that fall conferences are two day conferences and one night conference, where the staff have a ½ day the day of night conferences. If an emergency situation exists where an employee can not attend either event for extenuating circumstances the employee shall be excused subject to principal approval.

D. *The Board may require each professional unit member to attend three workshops at 100% cost to the Board with the approval of the Superintendent and/or Supervisor of Instruction.

E *A written plan for equalized duty will be implemented. Effective 1995-96, said plan will be collaboratively developed between the teachers and the administrators.

The written plan of equalized duty will be implemented equaling a total of 50 minutes per week to be taken from teacher's professional responsibility as defined in Article VIII A (1).

F *Teachers who participate in the Stokes field trip will be compensated the following amount:

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
\$250	\$275	\$300

G. *The Board will consider written requests from teachers when they request relief from trips involving overnight stays with students.

H. *If enough teachers do not volunteer to chaperone overnight field trips, as determined by the Administration, the Board shall cancel the field trip.

I. * Teachers agree to work the following day:
 For-each year of this contract- 7 hours

ARTICLE IX NON-TEACHING DUTIES

A. List of Non-Teaching Duties

Personnel other than teachers shall perform the following duties:

1. Keeping registers and/or custodial functions
2. Standard Achievement tests and Intelligence tests will be machine scored once per year.

B. Teachers will be provided a daily 40 minute duty-free preparation period.

ARTICLE X TEACHER EMPLOYMENT

A. Teachers returning to full time employment from an authorized leave of absence from the schools of this district shall upon returning to the system receive one year credit on the salary schedule for each year of military experience to a maximum of four years. Alternative Civilian service such as Peace Corps or VISTA at National Training Corps may be considered for credit on the recommendation of the Superintendent and the approval of the Board.

B. Tenured teachers shall be notified in writing of their contract and salary status for the ensuing year according to law, if negotiations are completed. Non-tenured teachers shall be notified in writing according to law of their status.

- C. Previously accumulated unused sick leave days will be restored to all teachers returning from an approved leave of absence.

**ARTICLE XI
SALARIES**

- A. The salary guides of all teachers covered by this agreement are set forth in Schedule A attached hereto and made a part hereof. However, the salary increments specified in these guides are not automatically granted, but are conditioned upon the recommendation of the Superintendent as delineated, NJSA 18A 29:14.
- B. The salary of an employee shall be paid every other Friday via mandatory direct deposit.
- C. Each employee may individually elect to have an amount of his salary deducted from his/her pay. These funds shall be sent each pay period to the ABCO credit union, in the employee's name. This was previously referred to as Summer Pay.
- D. Teachers will be compensated for curriculum work, tutoring, detention and Pupil Assistance Committee above and beyond the normal school day at the following rate.

2019-2022
\$39.00 per hour

Teachers will be compensated for homebound instruction.

2019-2022
\$43.00 per hour

- E. If an instructional assistant is pulled to teach a classroom by his/herself the instructional assistant will be paid \$30.
- F. All MD Instructional Assistants who work in the classroom for the entire school year will receive a flat stipend of \$250 at the end of the school year, all other Instructional Assistants who work in the classroom for the entire school year will receive a flat stipend of \$125 at the end of the school year.

**ARTICLE XII
MISCELLANEOUS TERMS AND CONDITIONS – SECRETARIES, INSTRUCTIONAL
ASSISTANTS, AND NON-INSTRUCTIONAL AIDES**

- A. Salaries

1. Salary guides for 10 and 12 month secretaries are attached hereto and made a part hereof as Schedule C.
2. Salary guides for Instructional Assistants are attached hereto and made a part hereof as Schedule D.
3. Salary guides for Non-Instructional Aides are attached hereto and made a part hereof as Schedule E.

B. Extra Pay

For working during school emergency, time and a half will be given to the secretary for the hours worked in school when school has been closed for an emergency (snowstorm, equipment breakdown, etc.). Secretaries will be compensated for 3 hours for each required evening conference session. Approval for any additional hours shall be made by the Superintendent.

- C. Workshops will be considered professional days and paid by the Board of Education including mileage and reasonable expenses with prior approval from the Superintendent (the decision is not grievable).

D. Daily Work Hours

1. Twelve Month Secretaries

The in-school workday for twelve month secretaries shall not exceed seven and one-half (7 ½) hours inclusive of a sixty-minute duty free lunch period. Summer work hours shall not exceed six (6) hours inclusive of a half (½) hour duty free lunch period.

Starting with July 2021 there will be a four day work week, seven and one-half (7 ½) hours inclusive of a half (½) hour duty free lunch period from the first week of July to the end of second week of August (6 weeks) If an employee takes a vacation day/personal day/ sick day during this time period they will use 1.25 days. The rest of the summer will follow the summer schedule listed above.

2. Ten Month Secretaries

The in-school workday for ten-month secretaries shall not exceed seven and one-half (7 1/2) hours inclusive of a sixty minute duty-free lunch period. The work year for ten-month secretaries shall be from September 1 to June 30.

E. Instructional Assistant & Non-Instructional Aide Definitions:

Instructional Assistant-	an employee possessing 60 college credits or passing grade in the ParaPro Assessment test as required under NCLB legislation
Non-Instructional Aide	an employee in a non-instructional position, ie. cafeteria aide ,bus aide, or clerical - no college credits are required

F. Daily Work Hours-Instructional Assistants & Non-Instructional Aides

The in-school workday for all Instructional Assistants and Non- Instructional aides shall not exceed six and one-half hours inclusive of a thirty-minute lunch period.

G. Work Year – Instructional Assistants & Non-Instructional Aides

The work year for all Instructional Assistants and Non-Instructional Aides shall be 180 days.

H. Seniority and Job Security

1. Definition

School District seniority is defined as a service by appointed employees in the School District in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently re-hired by the school district.

2. Job Security

No employee shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee or other just cause, following written notice of such reasons and a hearing before the Superintendent of Schools. If an employee is not satisfied with the disposition of his/her case, he/she may request a hearing before the full Board of Education. If it is found that such cause does, in fact, exist, then it is sufficient for such reduction in salary or dismissal. Should the employee not be satisfied by the determination of the Board, at his/her request, the matter shall be subject to the grievance procedure and arbitration in the same manner and to the same extent as is provided for arbitration of grievances by this Agreement.

In the event of any Reductions in Force (RIF), district-wide seniority shall apply. The Board shall retain the right to reduce the number of positions when done in good faith and for just cause.

Any such reduction as above defined shall only be accomplished in accordance with the following procedures:

The employee(s) affected by such a reduction shall have seniority rights over the most junior employee within the category of employment and those employee(s) thus affected shall retain the same rights in replacing the most junior employee(s). All reduction in force shall be based on inverse of seniority, i.e. last hired, and first terminated.

It is mutually agreed that the person exercising seniority rights over a junior employee in seniority rights must have the same skills as the junior employee.

I. Holidays

All Secretaries shall be entitled to the same holidays and vacation periods, with pay as the teaching staff, including two (2) days to attend the NJEA Convention. Twelve-month secretaries shall be entitled to the additional following holidays with pay:

Independence Day
Labor Day

J. Vacations for Twelve Month Secretaries

1. Vacations shall consist of 10 working days for the first four years of service, such days will be available for immediate use. Vacations after four years of service and up to 10 years of service shall consist of 15 working days such days will be available for immediate use. Vacations after 10 years of service shall consist of 20 working days such days will be available for immediate use. Vacations shall be scheduled with prior approval of the building principal and/or the Superintendent.
2. When a ten (10) month secretary moves to a twelve (12) month position, each ten (10) month year she/he worked in the ten (10) month position shall be counted as a full year of service for vacation credit purposes.
3. No more than 25% of an individual secretary's annual entitlement may be used when school is in session. A secretary may not take more than three (3) consecutive weekdays for vacation purposes during the period when school is in session.
4. Secretaries shall be allowed to carry forward five (5) days of unused vacation for a maximum of one year.

K. Travel Expenses

See Article XIII; Section B; Paragraph 2.

L. Insurance
See Article XXIII.

M. Severance Pay-Accumulated Sick Pay
See Article XXIV

N. Overtime-Secretaries
Secretaries shall be paid straight time through 40 hours per week and then be paid at time and one-half for all time worked after 40 hours per week. Overtime must be requested by the administrator.

ARTICLE XIII TEACHER ASSIGNMENT*

A. Notification

1. Date for presently employed teachers

All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than June 1st. A list of said schedules and assignments shall be simultaneously sent to the Association. Any revision shall be subject to the conditions set forth in part XIII, A-2.

2. Revisions

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are made after August 1, the Association and any teacher affected shall be notified promptly in writing and upon the request of the teacher and the Association the changes be promptly reviewed between the Superintendent or his representatives and the teacher affected and, at his option, a representative of the Association.

B. Traveling Teachers

1. Schedules

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Traveling Reimbursement

Teachers who are assigned to more than one school may apply for mileage for travel between schools. The distance to and from the teacher's home shall not be included in

weekly mileage reports. The teacher sent by the school authorities on school business shall receive the maximum allowable by IRS. To receive reimbursements a form must be completed and submitted to the Board office.

ARTICLE XIV VOLUNTARY TRANSFER AND REASSIGNMENTS

A. Notification of Vacancies

1. Date

No later than April 15th of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies, which shall occur during the following school year. As vacancies occur after the above date, they shall be posted in all school buildings.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school, or schools to which he desires to be transferred in order of preference.

Such requests for transfers and reassignments for the following year shall be submitted not later than May 15.

B. Criteria for Assignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be considered to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system as defined by the Superintendent.

ARTICLE XV INVOLUNTARY TRANSFER AND REASSIGNMENT

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. Except in case of emergency teachers will be notified not later than June 1.

ARTICLE XVI SUMMER SCHOOL/HOME TEACHING/FEDERAL PROGRAMS

All openings for positions in the summer schools home teaching federal projects and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized by the Superintendent. Summer school openings shall be publicized not later than the preceding May 1 and teachers shall be notified of the action taken not later than June 1. Home teaching openings shall be posted as they occur.

ARTICLE XVII PROCEDURES FOR COMPLAINTS AGAINST STAFF

A. Procedural Requirements

Any complaint regarding a teacher made to any member of the administration by any parent, student or other person, which does or may influence evaluation of a teacher, shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The Principal or immediate superior shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE XVIII SICK LEAVE

A. All 10 month employees shall be entitled to ten (10) sick leave days each school year and 12 month employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave shall be cumulative from year to year with no maximum limit.

B. Each teacher shall be notified in writing of the total amount of unused sick leave credited to him September 30th each year.

ARTICLE XIX TEMPORARY LEAVES OF ABSENCE

A. Personal Leave Days

Leave of absence days for personal, legal, business, household or family matters which require absence during school hours with pay shall be allowed for up to four (4) leave of absence days per year for teachers and ten-month employees. Twelve-month employees shall

be granted five (5) leave of absence days per year. Unused leave of absence days shall be cumulative as sick days. Personal Leave may only be taken in full day segments. The employee must apply for Personal Leave three (3) days in advance of the day(s) requested except in the case of emergency or extenuating circumstances. The applicant must receive the Superintendent's approval in advance except for emergencies. No personal leave days may be taken on the day immediately preceding or following a holiday or vacation without prior consent of the Superintendent.

B. Family Illness Days

Each employee will receive (3) Family Illness Days annually to care for immediate family members as defined under the bereavement section.

C. Bereavement Leave

Up to five (5) days emergency leave shall be granted for each occurrence of death in the immediate family. This leave is not accumulative, from year to year, and must be approved by the Superintendent of Schools. Immediate family under this section is defined as: an individual's spouse, civil union partner, parent, child, sibling, grandparent, grandchild, mother-in-law and father-in-law. Two (2) day emergency leave shall be granted for each occurrence of death for all other family members. This leave is not accumulative, from year to year, and must be approved by the Superintendent of Schools. All other family members are defined as: aunt, uncle, niece, nephew, son-in-law, and daughter-in-law. These days are to be used within twenty (20) consecutive days from the date of death, excluding weekends and holidays. The employee must give notice as soon as possible of the request to utilize bereavement leave. SPEA member shall provide proof such as obituary upon request from Superintendent.

ARTICLE XX EXTENDED LEAVES OF ABSENCES*

All candidates for an unpaid leave of absence should be aware of the following conditions:

1. During any leave of absence, all costs for fringe benefits will be borne by the candidate if such benefits are desired.
2. Upon return from a leave of absence a teacher shall be placed on the next step of the salary scale. Example: a teacher with 10 years of service would return on the eleventh (11) step of the scale. A step is not given for the year he is on leave.
3. By March 30th of the year of the unpaid leave of absence, the candidate will notify the Superintendent in writing of his intention to return to a teaching position of his certification. Failure to notify the Superintendent may result in disciplinary action by the Board, or lack of employment by the Board.

4. The Board of Education will not be financially responsible for courses taken during an unpaid leave of absence.

A. *A leave of absence without pay of up to two (2) consecutive years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

B. Good Cause

Other leaves of absence without pay may be granted by the Board for good reason. Nothing in this agreement shall obligate the Board of Education to grant Good Cause Leave of Absence to non-tenured employees beyond the end of their contract period.

C. Child-Rearing Leave of Absence

A female employee who becomes pregnant may remain in her position as long as her physical condition does not incapacitate her in the efficient and thorough performance of her duties. When the disability attendant upon childbirth, miscarriage or abortion occurs or when competent medical authority attests that her physical condition is such that she cannot continue in her position, she shall be awarded sick leave to the extent of her entitlement until such time as she is physically able to return to work. A pregnant employee may request leave of absence without pay, and it shall be granted by the Board of Education. Such leave shall not exceed one year in duration unless the Board agrees to the extension of time requested and its expiration shall coincide with the beginning of a school year. An employee whose leave of absence begins before she has become eligible for sick leave (see above) may not receive sick leave benefits.

Nothing in this Agreement shall obligate the Board of Education to grant maternity leaves of absence to non-tenured employees beyond the end of their contract periods.

D. Illness in Family

A leave of absence without pay of up to one year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board. A medical doctor's certificate will be required. Nothing in this agreement shall obligate the Board of Education to grant leave of absence for illness in the family to non-tenured employees beyond the end of the contract period.

E. Educational/Health Leaves of Absence

An unpaid leave of absence up to one year shall be granted by the Board of Education to a maximum of two employees (one (1) for sabbatical and one (1) for health reasons) for either sabbatical or health reasons each year. Requests for an unpaid leave of absence will be granted by seniority in years of teaching, prior requests and priority according to educational purposes and health reasons. Both parties agree that additional health reason approvals beyond one (1) shall be at the discretion of the Superintendent.

Sabbaticals:

Only tenured teachers are eligible for sabbatical leave. A sabbatical leave shall be granted to a teacher by the Board of Education for study in the area of public education. This shall include a graduate degree related to the profession of public education or for reasons deemed of value of the school system. Such leave shall be granted upon the prior written approval of the Superintendent and the Board of Education by February 1 of the school year prior to the requested sabbatical. Upon return from sabbatical a teacher shall provide documentation showing a reasonable attempt to achieve the stated goal of the sabbatical.

Health Reasons:

A leave that is granted for health reasons must be certified by a physician. The Board reserves the right to challenge the physician's findings.

1. Requests

Requests for an unpaid leave of absence must be received by the Superintendent in writing in such form as shall be mutually agreed upon by the Association and the Superintendent no later than January 1; and, action must be taken on all requests no later than February 1 of the school year preceding the school year for which the unpaid leave is requested. Said requests shall be responded to in writing.

2. Minimum Time to Qualify

The teacher has completed at least ten (10) school years of service in the Somers Point School District.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT*

- A. The Board of Education will reimburse 100% of tuition up to six (6) credits per year (up to the Rowan State College graduate tuition rate as of July 1st of each year) per teacher for teachers pursuing graduate studies under the following conditions:

1. Such courses carry graduate credits and are related to duties performed by the teacher. The determination of whether a course meets this standard shall be made by the Superintendent before the start of study.
2. The Board of Education will provide tuition reimbursement of the following amounts for each school year of the contract. The tuition reimbursement amounts set forth in section 2 shall be paid on a first come first serve basis.

<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
\$30,000	\$32,000	\$34,000

3. The teacher receives a grade of not less than “B” for the course.
 4. Teachers who leave the district within two years of completion of the course will be required to reimburse the district for the tuition benefit.
 5. Online/video courses will be approved if accredited by a national recognized Accrediting Agency.
- B. The staff member shall apply in writing for reimbursement on a form provided by the Superintendent’s office, and shall support such application by suitable evidence of successful completion of the courses and the amounts of tuition paid. A teacher will not be reimbursed for more than six credits per year unless recommended by the Superintendent and approved by the Board of Education.

**ARTICLE XXII
MISCELLANEOUS PROVISIONS**

- A. If any provision of the 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.
- B. Any individual contract between the Board and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- C. Copies of the Agreement shall be printed and collated within thirty (30) days after the Agreement is signed, and shall be presented to all employees represented by the Association. The cost of printing the Agreement shall be shared equally by the Association and the Board.

D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this agreement, either party shall do so in writing to be sent to the following addresses:

1. If by the Association to: Board of Education, New York Avenue School
2. If by the Board to: Somers Point Education Association, Jordan Road School

ARTICLE XXIII INSURANCE PROTECTION

- A. The Board shall provide the AmeriHealth Regional PPO National Access plan effective August 2016 providing hospital, medical surgical costs, and major medical benefits or a plan greater than or equal.
- B. Employees, for the length of this contract, will contribute Chapter 78 Tier IV percentage contributions. At the end of this contract said Chapter 78 Tier IV percentage contributions language will be removed from this contract effective June 30, 2022 and thereafter employees will contribute to the cost of their health and prescription benefits program consistent with New Jersey State Law . Said contributions shall be divided equally per pay period for each employee. Employees on unpaid leave are still responsible for their contributions if they are receiving health benefits.

All employees receiving health benefits will receive a 1% reduction in the amount of the Chapter 78 Tier IV Contribution level they are paying for the 2020-2021 and 2021-2022 school year. So if Employee A is paying 25% they are now paying 24 % when employee moves up to pay 26% they will now be paying 25% at the end of this Contract effective June 30, 2022 this provision will sunset and Employee will be back to paying for their health insurance consistent with state law.

- C. The Board shall provide for full coverage of the Pharmaceutical Program. Said plan shall have a \$3.00 generic; \$10.00 patent drug, and \$15.00 90-day mail order co-pay.
- D. The Board shall provide for full family coverage of a dental plan under Dental Benefit Management, Inc., or a similar plan mutually agreed to by both parties. Employees will contribute through payroll deductions \$150.00 for Dental coverage. Employees willing to drop Dental coverage will not have to contribute. Coverage will increase from \$1,000 to \$2,000.
- E. The Superintendent shall permit disability insurance plan representatives to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverage's at faculty meetings on a district or building level at the request of the Association.

Requests for such meeting shall be made no more than once a year. It is agreed that the disability insurance plan representatives shall be permitted a minimum of twenty (20) minutes for the meeting.

- E. Any staff member who has alternate health insurance coverage provided by his or her spouse, domestic partner, partner in a civil union or parent may, upon presentation of proof of such coverage, request that the insurance coverage otherwise required by this agreement shall be canceled. All employees who opt out of the Health Insurance Provision shall be reimbursed annually as follows:

Family	\$5,000
Husband/Wife	\$4,000
Single	\$2,000

- F. Annually during each school year a representative from the Board of Education and the Superintendent will meet with a representative of the SPEA to discuss health insurance options for employees. If the Board's Health Insurance Broker is available he/she will attend the meeting as well.

ARTICLE XXIV SEVERANCE PAY-ACCUMULATED SICK PAY

- A. Upon retirement from the Somers Point School District, the Board of Education agrees to pay the retiring employee a sum equal to 60% of any unused, accumulated sick leave days not to exceed a total of \$15,000 for any employee. In order to be eligible for severance pay, an employee must have a minimum of twenty-five (25) accumulated sick leave days. Said amount will be based upon the employee's final daily rate of pay based on 1/200 of their annual contract for a ten month employee and 1/240 of their annual contract for a twelve month employee.
- B. A retired employee shall be defined as one who is fifty (50) years of age or older and who has served fifteen (15) years or more in the Somers Point School District. Up to four (4) years credit for military service, Peace Corps/VISTA service may be applied to establish fifteen years in the district. Credit will not be given, however, for sick days during said four (4) years. Written notice must be given twelve (12) months of the expected retirement date. In the event of the employee's death, after age fifty (50) and fifteen (15) years continuous service in the Somers Point School District and after submission of a letter of retirement, beneficiaries of the deceased employee will receive the financial sick-leave benefits. In cases where twelve (12) months' notice cannot be given and the employee requests a waiver, the Board of Education will evaluate the request.

ARTICLE XXV PROMOTIONS

- A. Positions Included

Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including but not limited to positions as principal. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the Federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limited specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. The Superintendent shall post a list of promotional positions to be filled during the summer period at the administrative office in each school and a copy of said notice shall be given to the Association.

B. Criteria for Notice

In both situations set forth in Section A, the qualification for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

C. Method of Selection

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered.

ARTICLE XXVI EMPLOYEE EVALUATION

A. Intent

It is agreed that prior to the start of the school year the Superintendent, Supervisor of Instruction, President and Vice-President of the Somers Point Education Association shall meet to discuss evaluation procedures to be used during the school year. Observations and evaluations shall be conducted in full compliance with the law.

B. General Criteria

1. Open Evaluation

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

2. Copies of Evaluation

An employee shall be given a copy of any written evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central Office, placed in the employee's file or otherwise acted upon without prior conference with the employee. All evaluations shall be signed by the employee to acknowledge receipt. No employee shall be required to sign a blank or incomplete form.

C. Evaluation Procedure

1. Communication

Prior to any evaluation report, the immediate superior of an employee shall have had appropriate communication, including, but not limited to, all steps in paragraph 2 below.

2. Reports

(a) Such reports shall be issued in the immediate name of the superior based on written observation.

(a) Such reports shall be addressed to the employee.

D. Personnel Records

1. File

An employee shall have the right, upon request, to review the contents of his personnel file and to receive one (1) copy at Board expense of any documents contained therein. An employee shall be entitled to have a representative of the Association accompany him during such review. At least once every ten (10) years, an employee shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, which is not available for the employee's inspection.

ARTICLE XXVII TEACHER/ADMINISTRATION LIAISON

A. Meetings with Superintendent

The Association's representatives shall meet regularly with the Superintendent during the school year to review and discuss current school problems.

ARTICLE XXVIII TEACHERS FACILITIES


A. The Board of Education will provide a call-in service for teachers' use concerning securing substitute teachers. Teachers will not be required to call their own substitutes.

ARTICLE XXIX DURATION OF AGREEMENT

- A. This agreement shall be effective as of the date first written above. This agreement's term shall end 6/30/2022.
- B. This Agreement shall not be amended nor modified in whole or in part by the parties hereto except by written agreement ratified and adopted in the same manner as the original Agreement.
- C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents attends to by their respective secretaries all on the day and year first written.

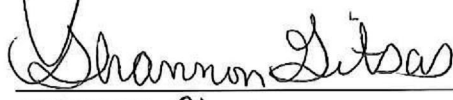
For the Somers Point Board of Education

For the Somers Point Education Association



President

President



Secretary

~~Secretary~~ Chair

Date: 10/24/19

Schedule A

**YEAR 1
2019-20**

Somers Point Teachers

Salary Guide

Step	BA	BA+15	BA+30/MA	MA+15	MA+30
1	49,231	50,431	52,331	53,531	54,831
2	49,431	50,631	52,531	53,731	55,031
3-4	49,831	51,031	52,931	54,131	55,431
5	50,481	51,681	53,581	54,781	56,081
6	51,231	52,431	54,331	55,531	56,831
7	52,731	53,931	55,831	57,031	58,331
8	54,631	55,831	57,731	58,931	60,231
8A	56,831	58,031	59,931	61,131	62,431
9	59,331	60,531	62,431	63,631	64,931
10	62,231	63,431	65,331	66,531	67,831
11	65,331	66,531	68,431	69,631	70,931
12	69,431	70,631	72,531	73,731	75,031
13	75,531	76,731	78,631	79,831	81,131
14	82,731	83,931	85,831	87,031	88,331

**YEAR 2
2020-21**

Somers Point Teachers

Salary Guide

Step	BA	BA+15	BA+30/MA	MA+15	MA+30
1	50,325	51,525	53,425	54,625	55,925
2	50,525	51,725	53,625	54,825	56,125
3	50,925	52,125	54,025	55,225	56,525
4-5	51,575	52,775	54,675	55,875	57,175
6	52,325	53,525	55,425	56,625	57,925
7	53,825	55,025	56,925	58,125	59,425
8	55,725	56,925	58,825	60,025	61,325
8A	57,925	59,125	61,025	62,225	63,525
9	60,425	61,625	63,525	64,725	66,025
10	63,325	64,525	66,425	67,625	68,925
11	66,425	67,625	69,525	70,725	72,025
12	70,525	71,725	73,625	74,825	76,125
13	76,625	77,825	79,725	80,925	82,225
14	83,825	85,025	86,925	88,125	89,425

YEAR 3

2021-22

Somers Point Teachers

Salary Guide

Step	BA	BA+15	BA+30/MA	MA+15	MA+30
1	51,198	52,398	54,298	55,498	56,798
2	51,398	52,598	54,498	55,698	56,998
3	51,798	52,998	54,898	56,098	57,398
4	52,448	53,648	55,548	56,748	58,048
5-6	53,198	54,398	56,298	57,498	58,798
7	54,698	55,898	57,798	58,998	60,298
8	56,598	57,798	59,698	60,898	62,198
8A	58,798	59,998	61,898	63,098	64,398
9	61,298	62,498	64,398	65,598	66,898
10	64,198	65,398	67,298	68,498	69,798
11	67,298	68,498	70,398	71,598	72,898
12	71,398	72,598	74,498	75,698	76,998
13	77,498	78,698	80,598	81,798	83,098
14	84,698	85,898	87,798	88,998	90,298

Schedule B

Any new club/activity must be first approved by the principal, then the superintendent, then receive Board Approval in the budget for the club/activity to take place in the following year. All clubs/activities must have a minimum average of ten students, demonstrated via attendance throughout the year, to remain an active club/activity for the following year. The Principal and Superintendent can recommend to keep a club with low attendance.

Major Activities Stipend \$2,730:

Cross Country
Boys Soccer
Girls Soccer
Field Hockey
Boys JV Basketball
Girls JV Basketball
Volleyball
Boys Track
Girls Track
Baseball
Softball
Band

Minor Activities Stipend \$2,430:

Student Council
Stokes Coordinator
Science Club
Yearbook
NJHS
Future Act
Dawes Ave. 3rd Grade Communication Club
Jordan Road 6-8th Grade Communication Club
Coding Club
Think Team

Art Club
 Creative Arts Club
 Chorus
 Safety Patrol
 Dawes Ave. 2-3 Grade Jr. Safety Patrol/Garden Club

Head Basketball Coach Stipend \$3,100

Athletic Director Stipend \$4,990

Activities Director Stipend \$2,730

*Prior to April 15th, the Superintendent and the Association President will meet to review the list of Schedule B activities. A list of Schedule B activities will be distributed to staff by April 15th.

Schedule C

Secretary Longevity:

All current employees as of July 1, 2019 are grandfathered into longevity. Any secretary hired after July 1, 2019 will not be eligible for longevity.

Longevity is \$720

Longevity is earned after the completion of the 5th year in the district. Additional longevity is earned after completion of the 10th, 15th, 20th, 25th and 30th years.

YEAR 1

2019-20 Somers Point Secretaries- 12 Month

Salary Guide

Step	Salary
1	41,764
2	42,064
3	42,364
4	42,664
5	42,964
6	43,264
7	43,564
8	43,864
9	44,164
10	44,464
11	44,764

12	45,064
13	45,364
OG1	46,351
OG2	49,322
OG3	51,904

YEAR 2
2020-21 **Somers Point Secretaries- 12 Month**

Salary Guide

Step	Salary
1	43,171
2	43,471
3	43,771
4	44,071
5	44,371
6	44,671
7	44,971
8	45,271
9	45,571
10	45,871
11	46,171
12	46,471
13	46,771
OG1	47,758
OG2	50,729
OG3	53,311

YEAR 3
2021-22 **Somers Point Secretaries- 12 Month**

Salary Guide Step	Salary
1	44,574
2	44,874
3	45,174
4	45,474
5	45,774
6	46,074
7	46,374
8	46,674
9	46,974
10	47,274
11	47,574
12	47,874
13	48,174
OG1	49,161
OG2	52,132
OG3	54,714

10 Month Secretary- No Guide

Base	Year 1	Year 2	Year 3
18/19	19/20	20/21	21/22

\$ 19,080	\$ 19,652	\$ 20,262	\$ 20,869
\$ 14,312	\$ 14,741	\$ 15,198	\$ 15,654

Schedule D

YEAR 1
2019-20 **Somers Point Non Instr Assistants**

Salary Guide	
Step	Hourly
1	11.45
2	11.60
3	11.75
4	11.90
5	12.05
6	12.20
7	12.35
8	12.50

YEAR 2
2020-21 **Somers Point Non Instr Assistants**

Salary Guide	
Step	Hourly
1	11.67
2	11.82
3	11.97
4	12.12
5	12.27
6	12.42
7	12.57

8 12.72

YEAR 3
2021-22 **Somers Point Non Instr Assistants**

Salary Guide
Step Hourly

1	11.89
2	12.04
3	12.19
4	12.34
5	12.49
6	12.64
7	12.79
8	12

Schedule D

YEAR 1

2019-20

Somers Point Instructional Assistants

Salary Guide

Step	P/T	F/T
1	16,780	20,901
2	16,980	21,101
3	17,180	21,301
4	17,380	21,501
5	17,645	21,774
6	17,913	21,988
7	18,185	22,333
8	18,463	22,619
9	18,748	22,910
10	19,039	23,205
11	19,281	23,504
12	19,527	23,817
13	-	24,146
14	-	24,493

YEAR 2
2020-21 **Somers Point Instructional Assistants**

Salary Guide		
Step	P/T	F/T
1	17,131	21,252
2	17,331	21,452
3	17,531	21,652
4	17,731	21,852
5	17,996	22,125
6	18,264	22,339
7	18,536	22,684
8	18,814	22,970
9	19,099	23,261
10	19,390	23,556
11	19,632	23,855
12	19,878	24,168
13	-	24,497
14	-	24,844

YEAR 3
2021-22 **Somers Point Instructional Assistants**

Salary Guide		
Step	P/T	F/T
1	17,470	21,591
2	17,670	21,791

3	17,870	21,991
4	18,070	22,191
5	18,335	22,464
6	18,603	22,678
7	18,875	23,023
8	19,153	23,309
9	19,438	23,600
10	19,729	23,895
11	19,971	24,194
12	20,217	24,507
13	-	24,836
14	-	25,183