

Kingsway Regional School District

Agreement Between

THE BOARD OF EDUCATION OF THE
KINGSWAY REGIONAL SCHOOL DISTRICT

AND

THE KINGSWAY EDUCATION ASSOCIATION

July 1, 2012 to June 30, 2015

TABLE OF CONTENTS

Chapter One: Pertaining to All Members

Section 1: Recognition.....	4
Section 2: Negotiations Procedure	4
Section 3: Grievance Procedure	5
Section 4: Association Rights and Privileges	8
Section 5: School Calendar	9
Section 6: Staff Member Employment and Assignment	9
Section 7: Salaries	10
Section 8: Representation Fee for Non-Members	11
Section 9: Posting of Job Openings	11
Section 10: Temporary Leaves of Absence	12
Section 11: Extended Leaves of Absence	14
Section 12: Professional Development for Support Staff	16

Chapter Two: Professional Staff

Section A: Work Hours and Work Year	17
Section B: Employment	20
Section C: Sabbatical Leave	20
Section D: Hospitalization and Health Benefits	21
Section E: Professional Growth	22
Section F: Observation and Evaluation Procedures	25
Section G: Salary Definitions	26

Chapter Three: Paraprofessional Staff

Section A: Work Hours and Work Year	27
Section B: Employment and Assignment Procedures	27
Section C: Hospitalization and Health Benefits	28
Section D: Observation and Evaluation Procedures	28

Chapter Four: Secretarial Staff

Section A: Work Hours and Work Year	29
Section B: Employment	30
Section C: Vacations	30
Section D: Hospitalization and Health Benefits	31
Section E: Professional Growth	32
Section F: Evaluation Procedure	33

Chapter Five: Custodial and Maintenance Staff

Section A: Work Hours and Work Year	33
Section B: Employment	35
Section C: Posting of Job Openings	35
Section D: Vacations	35
Section E: Hospitalization and Health Benefits	36
Section F: Evaluation Procedure	37

Chapter Six: Cafeteria Staff

Section A: Working Conditions	37
Section B: Employment	39
Section C: Posting of Job Openings	39
Section D: Hospitalization and Health Benefits	39
Section E: Evaluation Procedure.....	40

Chapter Seven: Transportation Staff

Section A: Working Conditions	40
Section B: Employment	41
Section C: Posting of Job Openings and Additional Work	41
Section D: Hospitalization and Health Benefits	43
Section E: Evaluation Procedure	43

Duration:	44
------------------------	----

Chapter Eight: Salary Guides	45
---	----

CHAPTER ONE: ALL STAFF

SECTION 1: RECOGNITION

The Board of Education recognizes the Kingsway Education Association as the exclusive majority representative for negotiations concerning grievances and terms and conditions of employment for all certificated and non-certificated personnel employed by the Board, whether under contract or on leave:

- A. Including:
1. Teachers primarily responsible for service, as follows: athletic trainers, guidance counselors, media specialists, social workers, learning disability/teacher/ consultants, speech correctionists, nurses, substance awareness coordinators, school psychologists (non-supervisory) and paraprofessionals.
 2. All non-certificated employees holding positions as office personnel, bus drivers, bus aides, custodial/maintenance personnel, and cafeteria personnel.
- B. Excluding: All confidential employees, including the Secretary to the Superintendent, the Secretary to the School Business Administrator/Board Secretary (SBA/BS), the Accounts Payable Bookkeeper, and the Payroll Bookkeeper; Garage Supervisor; Vehicle Maintenance Coordinator; the transportation clerk; all business office bookkeeping staff; all craft employees; mechanics; all managerial and supervisory employees within the meaning of the Act; all technology personnel (including Database/Web Administrator, Systems Analysts); and all other employees of the Board of Education not specifically included in this Recognition clause.
- C. The term staff member or Association shall refer to all bargaining unit members.
- D. The term "support staff" for the purpose of tuition reimbursement in this agreement shall collectively mean all paraprofessionals, custodial and maintenance staff, cafeteria staff and transportation staff who are subject to this agreement.

SECTION 2: NEGOTIATION PROCEDURE

In accordance with existing laws, the parties agree to meet for the purpose of collective negotiations and to reduce to writing proposals deemed by the parties' appropriate matters for negotiations. The Agreement reached, as a result of these negotiations will be reduced to writing and signed by the parties. Only those individuals employed by the Board at the time of ratification, and those that retired after the expiration of the previous contract on June 30, 2012, shall be eligible for any retroactivity in salary, fringe benefits or other emoluments provided for in the Agreement.

SECTION 3: GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by a staff member based on a violation of this Agreement; or a policy, or a unilateral administrative decision which adversely affects a staff member's terms and conditions of employment, except that the term "grievance" shall not apply to any matter for which:

- a. A method of review is prescribed by law or by any rule or regulation of the State Commissioner of Education having the force of law, or
- b. The Board of Education is without authority to act.

As used in the definition, the term "staff member" shall also mean a group of employees of the Association having the same grievance.

B. Purpose

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

C. Time Limits

A grievance, to be considered under this procedure, must be initiated by an employee within twenty (20) workdays of the time when the employee knew or should have known of its occurrence.

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

The time limits may be extended, and confirmed in writing, by mutual agreement between the Superintendent of Schools and the Association president.

In the event a grievance is filed on behalf of a ten (10) month employee at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

D. Procedure

1. Step One

An employee with a grievance shall first discuss it with the Principal or the immediate supervisor, with the objective of resolving the matter informally at this level. If a grievance is filed as a result of a decision/action of the Superintendent, the grievance procedure will begin at the Superintendent's level.

Upon the request of the employee, the Association's representative may be present.

2. Step Two

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, the employee may set forth, on the appropriate Board/Association grievance form the employee's grievance to the respective Principal for certificated staff, and to the School Business Administrator for non-certificated staff, within twenty (20) work days of the date of the occurrence, or 10 days from discussion, whichever is later, specifying the following:

- a. The nature of the grievance.
- b. The results of previous discussions.
- c. His/her dissatisfaction with decisions previously rendered.
- d. What relief he/she is asking.
- e. The specific contract language or Board policy allegedly violated.
- f. Either party may request a meeting to discuss the issues.

The Principal or the School Business Administrator shall communicate his/her decision to the employee within ten (10) school days of receipt of the written grievance.

3. Step Three

If the grievant is not satisfied with the disposition of his/her grievance at Step Two, or if no reply is forthcoming within ten (10) work days after the presentation of the grievance, the employee may submit the grievance in writing to the Superintendent within fifteen (15) work days after the response is received, or should have been, whichever is later. Either party may request a meeting to discuss the issues. If the Superintendent denies the grievance, the Association Grievance Chairperson or designee shall meet with the Superintendent to jointly specify all issues pertinent to the grievance prior to the Board of Education level hearing. This meeting shall occur within 15 (fifteen) work days of the denial unless both the Superintendent and Association agree to extend the time lines.

4. Step Four

If the grievant is not satisfied with the disposition of the grievance at Step Three, or if no decision is forthcoming within fifteen (15) work days after the presentation of the grievance, the employee may submit the grievance in writing to the Board of Education within fifteen (15) work days after the response is received or should have been received, whichever is later.

In the event either party introduces documents, witness, or any other testimony that the other party is not aware of, that party may declare a recess. This declaration shall not affect the time limitations as contained in this article.

The Board of Education shall hold a hearing within thirty (30) days of receipt of the grievance, and shall, within ten (10) work days following the hearing, render a decision in writing to the grievant and the Association.

5. Step Five

If the decision of the Board does not resolve the grievance, the Association may request arbitration by a third party in accordance with Paragraph E herein. Such request shall be made in writing to the Board of Education through the Superintendent within twenty-one (21) workdays of the receipt of the Board's decision. However, if a written request for arbitration is not made to the American Arbitration Association within thirty (30) calendar days after the Superintendent is notified, the matter shall be considered final as rendered at the Board level. The Board shall not be required to give reasons for its decisions, and the Board's decisions in the following matters shall be final and not subject to arbitration:

- a. Any matter subject to any rules or regulations of the Commissioner of Education or covered by N.J.S.A. 18A or N.J.A.C. 6;
- b. A complaint of a non-tenured professional staff member which arises by reason of his/her not being re-employed;
- c. A complaint by a professional staff member, 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 administrative decision that is not violative of established terms and conditions of employment.

E. Arbitration Procedures

1. A request will be made to the American Arbitration Association for selection of an arbitrator in accordance with its rules.
2. The Arbitrator is limited to the written submissions and witnesses presented during the Board of Education hearing. He/she shall limit himself/herself to the issue submitted and the documents and witness heard and consider nothing else. He/she has no authority to add, subtract or modify anything in the Agreement between the parties or any policy or procedure of the Board of Education.
3. The recommendations of the arbitrator shall be binding on both parties. Both parties agree that no further appeals beyond the arbitrator will be initiated in the event of an unfavorable decision. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations.

F. Miscellaneous

1. Each party will bear the total cost incurred by them.
2. The fees and expenses of the arbitrator are the only costs, which will be shared by the two parties, and such costs will be shared equally.
3. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. It is understood that staff members, during and notwithstanding the processing of any grievance, shall not refuse to continue to function in their duties until final determination of same.
5. The grievant may be advised by a representative of his/her own choosing at Steps 1 through 4 of this procedure. The Association shall have the right to have a representative of its own present at all meetings.

SECTION 4: ASSOCIATION RIGHTS AND PRIVILEGES

A. Use of School Buildings

The Association may use the school premises for the purpose of holding meetings, providing the following conditions are met:

1. That notice be given to the Superintendent or his/her designee.
2. That said notice be given in the following manner:
Said request shall be made at least twenty-four (24) hours prior to the meeting time, when possible;
3. The use of said school premises for meetings shall not interfere, interrupt, nor conflict with the normal operations of the school nor with student activities.
4. Any costs resulting from the use of school facilities shall be borne by the Association.
5. The Association shall be fully responsible for any damages to school property resulting from the misuse of the facilities.
6. Association meetings shall not begin prior to the end of the contracted teachers' day or non-certificated day as applicable.

B. Use of School Equipment

The Association, with prior approval of administration, may use school facilities and equipment including computers, typewriters, duplicating equipment, calculators, and audio-visual equipment when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and for any repairs necessitated as a result thereof.

1. The KEA will be provided a copier code to duplicate materials. The cost shall be \$.15 per copy. A bill with the amount of copies noted will be sent to the KEA quarterly.

C. Use of Staff Mailboxes

The Association will receive use of staff mailboxes for Association business.

D. Use of Bulletin Board

The Association shall have the use of a bulletin board in the faculty rooms in each school, in the Transportation Department, in the kitchen area of the cafeteria and the custodial/maintenance area and one additional location for the secretarial staff to be mutually determined.

E. Meeting Attendance

A second shift custodian who is also a representative may attend meetings during his/her shift provided that:

1. All meetings shall be limited to one (1) per month and not last longer than forty-five (45) minutes. This time will be made up by the custodian working through their thirty (30) minute lunch and fifteen (15) minute break on the day of the meeting.
2. The individual shall request approval of the Supervisor at least forty-eight (48) hours in advance.

F. The KEA President shall have a reduced schedule of five (5) periods and no duties.

G. Contracted Services

If the Board decides to solicit Requests for Proposals (RFP's) for contracting outside vendors to assume the operation of a service currently provided by Board employees, the Board will provide the Association with the RFP, two weeks before release to vendors.

In the event that the Board hires an outside contractor to provide services formerly provided by Board employees, an employee who has a minimum of five (5) years in the district shall receive payment for fifteen (15) days of accumulated illness days at twenty dollars (\$20.00) per day upon contracting these services.

If at the end of the awarded contract, the Board decides to reassume the contracted services, the Board will use its seniority recall list to notify those employees who lost a position as a result of privatization. However, the Board reserves the right to interview and hire the candidates they feel are most qualified. Employees will have two weeks to respond to a Board recall letter.

SECTION 5: SCHOOL CALENDAR

The Superintendent of Schools shall draw up a school calendar to recommend to the Board of Education and shall consult with the Association prior to such recommendation. The Board of Education reserves the unilateral right to establish the school calendar.

SECTION 6: STAFF MEMBER EMPLOYMENT and ASSIGNMENT

- A. No employee shall be disciplined, reprimanded, or reduced in rank or compensation, without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract pursuant to law. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay, if consistent with law, and mid-contract discharges consistent with the law, but shall not include the non-renewal of a non-tenured teaching staff member for performance related reasons. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a nondiscriminatory fashion.

Nothing herein shall be construed to prohibit the Board from withholding an employee's increment.

- B. Staff members shall be assigned schedules determined by their certification and staff availability. All members shall be given written notice of their assignments for the forthcoming year not later than the last teacher day with a copy to the KEA/designee, unless emergency conditions dictate otherwise. In the event that changes in such schedules, class and/or subject assignments are made thereafter, the member affected shall be notified promptly; notification of changes will be made to the KEA President on or about July 15th and August 15th; and upon the request of the member, the changes shall be promptly reviewed by the administration and the member affected. At the member's option, a representative of the Association will also be present.

SECTION 7: SALARIES

A. Schedule

The salary of each staff member covered by this Agreement is set forth in Schedule "A", which is attached hereto and made a part hereof.

A-1 shall refer to the professional staff.

A-2 shall refer to paraprofessionals.

A-3 shall refer to the custodial staff.

A-4 shall refer to the maintenance staff.

A-5 shall refer to the cafeteria staff.

A-6 shall refer to the secretarial staff.

A-7 shall refer to bus drivers/bus aides.

Placement on the guides for new hires will be at an established step as agreed to between the candidate and the Board.

B. Method of Payment

1. Normally each staff member will be paid in installments on or before the 15th and 30th of each month, except when these dates fall on a weekend or holiday, in which case it shall be paid on the last work day prior.

2. Final Pay

The final check of the year for professional members shall be dated the last teacher work day.

3. Credit Union Deduction

Each staff member may individually elect to have a percentage of his/her salary deducted from his/her pay for deposit in the ABCO Public Employees Federal Credit Union.

4. The divisor for extra pay or deductions shall be as follows:

10 Month Employees – 200

12 Month Employees – 260

5. All members shall be entitled to participate in a tax sheltered annuity program. The Board shall approve the program. No more than five (5) different plans may be offered. Each TSA shall be allowed to come into the school during working hours (lunchtime) three times a year.

6. Overtime and/or extra payments shall be listed separately on checks, within the limitations of the payroll system.

7. Professional staff completing summer work will be paid no later than thirty (30) days following completion of the assignment and submission to and verification of the work by the appropriate supervisor.

C. Salaries Increases

All salary increases shall be inclusive of increment except for lateral movement on the salary guides.

SECTION 8: REPRESENTATION FEE FOR NON-MEMBERS

- A. The Association President shall submit to the Board Secretary's office a list of names of employees covered by this contract who are not currently dues-paying members. The school district, in compliance with state law and this Agreement, will deduct from such employee's pay a representation fee in an amount not in excess of eighty-five percent (85%) of the amount set for Association members. This amount will be determined by the Association Treasurer and is to be paid by payroll deduction.
- B. It is agreed by the parties to this Agreement that the Board shall have no other obligation or liability, financially or otherwise, other than set forth herein because of actions arising out of the understandings expressed in the language of this Article. It is further understood that once the funds deducted are remitted to the Association, the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.
- C. The Association shall indemnify and save the Board and other agents of the school district harmless against any and all claims, demands, suits, or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance on any list, notice or assignment furnished under this Article.

SECTION 9: POSTING OF JOB OPENINGS

- 1. All openings will be posted on the website for five (5) work days and applications will be considered without limiting in any way the Board or Administration's discretion in the final determination. Such posting will be sent to the Kingsway Education Association President. In the event of an emergency or a special district need the Superintendent will ask the KEA for a waiver of the five (5) work day posting requirement.
- 2. Notwithstanding the above, in emergency situations, there may be less than five (5) days posting, in which event the Superintendent will advise the KEA President of the basis for the emergency action.
- 3. Currently employed staff members moving from one job to another within a category, i.e., secretary to secretary, or clerk to clerk, need not re-take district qualifying skills tests that they have already taken and passed. Support staff members moving to a promotional position, i.e. clerk to secretary, must take and pass all required district-qualifying skills tests in order to be considered for the promotional position.

SECTION 10: TEMPORARY LEAVES OF ABSENCE

A. Personal Illness

(Definition) - Sick leave is defined as absence from duty because of personal disability due to illness, injury or exclusion due to contagious disease or quarantine. Appointments for routine check-ups or pregnancy will not be considered sick leave. Disability caused by the use of drugs or intoxicants or by willful acts contrary to law and order and intentionally self-inflicted injuries or illness are not considered sick leave and do not qualify for personal illness benefits.

1. The regular yearly allowance for sick leave (N.J.S.A. 18A:30-2, et seq.) without loss of pay for 10-month employees shall be ten (10) days. The sick leave for 12-month employees shall be twelve (12) days. Such sick leave allowance is cumulative. (Records of sick leave will be kept by the Superintendent's Office).
2. The Superintendent may require a doctor's statement or may ask the school doctor to make a physical examination of any staff member due to personal illness. This statement will be required periodically.
3. A deduction of 1/200 of the annual salary for professional staff shall be made per day for absence due to illness not covered by sick leave accumulation.
4. No charge shall be made against the accumulative leave of any employee in absences where a deduction is made in his salary, i.e., where excused without pay.
5. Any member of the Teacher's Pension and Annuity Fund or Public Employees Retirement System who finds that he/she will be absent for more than thirty (30) days, during which time he/she will be receiving less than half pay, an official leave of absence should be requested from the Board to assure continued pension coverage.
6. Staff members shall be given a written account of accumulated sick leave days no later than September 15.
7.
 - a. All employees who retire under the provisions of the T.P.A.F. or P.E.R.S. from active service from Kingsway Regional School District after ten (10) years of service shall be compensated for unused personal illness days up to 150 days at \$60.00 per day, but the amount cannot exceed \$15,000.00 per employee.
 - b. Individuals who provide notice of intent to retire prior to February 1 of a school year shall receive payment for accumulated sick leave on the first pay period in July subsequent to the retirement effective date. Beginning on April 15th, 2013 if notice is provided after February 1, payment will be made in July of the second subsequent school year.
8. Should an employee, who has submitted a letter of retirement to the Board, die before receiving payment for unused sick leave, said payment shall be made to the employee's designated beneficiary and if none, payment shall be made to the estate.

B. Emergency Leave

1. The Superintendent may grant emergency leave with pay. Emergency leave shall be defined as absence from duty due to:
 - a. (1) Death in the Immediate Family
Immediate family shall include: spouse, domestic partner, parent, child, grandparent, grandchild, sibling, (familial or in-law) or member of family unit living in the same household.
 - (2) Up to five (5) days within ten (10) days of the death may be granted.
 - b. If circumstances warrant, the Superintendent may grant up to five (5) additional days for death of spouse, child or parent. Denial of such extensions is not subject to the grievance procedure.
 - c. For other relatives, the Superintendent may grant up to five (5) days per school year. The Superintendent's decision is final and not subject to the grievance procedure.

C. Personal Leave

1. Personal days may be used for personal, legal, or family business.
2. All staff members will be entitled to three (3) personal days.
3. Personal days may not be taken before or after a holiday or to extend a vacation unless approved by the Superintendent.
4. Unused personal days shall be added to accumulated personal illness days at the conclusion of the school year.
5. Personal days must be requested of and approved by the Superintendent at least seventy-two (72) hours in advance of the time for which such leave is requested, except in case of an emergency.
6. Any employee may use personal days for a family emergency without submitting a request seventy-two (72) hours in advance. The employee must notify the appropriate supervisor and the automated system as soon as the emergency is known. Limitations on the amount of personal days by area will not be affected.
7. Daily Limitations – All days are granted on a first come, first serve basis.
 - 1) Certified - There shall be five (5) personal days for high school teachers and four (4) personal days for middle school teachers available each workday. In the event that the allocations are not requested, the Superintendent may allow a teacher to use the unused days from the other school. In any event, there shall not be more than nine (9) requests approved. The decision of the Superintendent is final and not subject to the grievance procedure.
 - 2) Paraprofessionals - 2 per school
 - 3) Custodial – 1 per school
 - 4) Maintenance – 1 per district
 - 5) Cafeteria –1 per school

- 6) Secretarial/Clerical – 2 high school, 1 middle school
- 7) Bus Drivers – 2

8. Whereas in previous contract years the Superintendent and/or Board of Education granted leave for reasons other than those listed in the contract, all requests will heretofore be governed by the new personal day policy. It is understood that the past practice will not be grievable for leave granted at the discretion of the Superintendent and/or the Board of Education.

C. Other requests for emergency and/or personal leave, with or without pay, shall be at the discretion of the Superintendent as approved by the Board. If the Superintendent does not recommend approval, the employee or his/her representative may address the Board regarding said leave prior to any Board action. The decision of the Board is final and non-grievable.

D. Court Appearance

Leave with pay may be granted with approval of the Board of Education. Said leave shall be defined as absence from duty due to a required appearance in a court of law involving no moral turpitude on the part of the employee. Pay will not be provided if the basis for the appearance is an action brought by the employee against the Board of Education.

Any unit member who is required to serve on jury duty will suffer no loss in pay. Any member working the 2nd or 3rd shift shall be exempt from work that day. Any and all emoluments for jury service, with the exception of mileage reimbursement, shall be turned over to the employer.

SECTION 11: EXTENDED LEAVE OF ABSENCE

A. Extended Leave Without Pay

All employees may apply for leaves of absence, without pay, for a predetermined length of time. The Board will consider such requests individually and rule on them in the same manner.

1. In no case may a staff member hold any other full time (20 hours or more) employment while on leave of absence. If such employment is confirmed, the position shall be considered vacant pending a hearing before the Board at its next regularly scheduled meeting.
2. Notification of such Board action will be given to the employee by registered mail.
3. The Board will grant leave of absence to join military or naval service in accordance with N.J.S.A. 18A:6-33.
4. In no case may a staff member hold a Schedule B position while on leave.
5. Effective October 1, 2012 the calculation for deductions for teachers on an unpaid leave of absence shall change from 1/200 of base salary to 1/185 of base salary. This shall not apply to those staff members who submitted letters, documentation or any other requested for leave under Section 11 Letter C (below) prior to October 1, 2012.

B. Child Rearing Leave (without pay)

Child-rearing leave will be granted to bargaining unit members subject to the following conditions:

1. Provide at least sixty (60) calendar days written application to the administration prior to commencement of leave.
2. Return from such leave shall be either at the start of the first or second full academic year following the commencement of the leave. In no event shall the leave be longer than two years from the date when it began. The return to work date must be set forth in the teacher's initial request for the leave. If the teacher decides not to return, written notice thereof must be given to the Superintendent at least ninety (90) days prior to the designated return to work date if during the school year and by July 1 for the following September.
3. The Board shall not be required to extend the leave of a non-tenured professional staff member beyond the school year for which he/she was hired.
4. No salary shall be paid to any employee on child rearing leave nor shall any rights or benefits accrue during the period of leave. Existing employee benefits shall be restored to the employee upon return to full employment.
5. Any staff member granted a leave of absence under this Article shall be eligible for an increment in the following year (or in a subsequent year in which he/she actually returns from such leave) provided he/she has completed at least five (5) months of work during the school year in which the leave commences.
6. The Superintendent may grant, subject to approval of the Board, a request for return at other than the dates stated herein, as long as the return does not interrupt the educational process and is in accordance with Board policy. Such a granting shall be at his/her sole discretion and it is not arbitrable.
7. At the staff member's option, and provided such is allowable in the master plan of the insurance carrier, each staff member on authorized child-rearing leave may continue to participate in the group enrollment at his/her cost.
8. Any leave mandated by the New Jersey Family Leave Act shall be deemed to be included within any leave provided in the Agreement and not in addition thereto.

C. Child Birth

Maternity Leave

Employees who are expectant mothers who give birth shall be given at least 30 work days prior to the due date and at least 30 work days following the birth date; or a total of at least 60 work days which can be used following the birth of the child.

1. Any employee granted leave according to the provisions of this section may at her discretion elect to use all or any part of her accumulated sick leave during the period of such absence and receive full pay and benefits for the same.
2. Any additional leaves that are unpaid are referenced above in section B of Section 11.

3. Additional time may be granted by the Board of Education.
4. Effective October 1, 2012, all professional staff members returning from maternity leave (Child Birth Leave) under Chapter 1 Section 11 of the Collective Bargaining Agreement (CBA) shall return to work at either the commencement of a marking period or mid marking period from their respective leave. This shall not apply to those staff members who submitted letters, documentation or any such request for leave prior to October 1, 2012.
5. The dates for return to work from a leave of absence under Chapter 1 Section 11 of the CBA shall be agreed upon by the Superintendent of Schools after consultation with the KEA President by August 1 of each year.
6. Effective October 1, 2012, all professional staff members on a leave of absence under Chapter 1 Section 11 shall continue to be allowed to use all or any part of their accumulated sick leave during the period of such absence, except that the Board shall deduct \$100.00 per day for each day beginning at day sixty-one (61) of their leave to offset the cost of a substitute. This shall not apply to those staff members who submitted letters, documentation or any other such request for leave prior to October 1, 2012.
 - a. For example, a member with a per diem of \$248.31 shall receive \$148.31 after deductions for a substitute for each day on leave beginning on day sixty-one (61).
 - b. A day shall be defined as work day.

SECTION 12: PROFESSIONAL DEVELOPMENT FOR SUPPORT STAFF

A. Training Workshops

Each request will be considered individually, including time involved and expenses requested. A maximum of \$500.00 for each request will be used; however, the Board may exceed this if attendance is deemed to be in the best interest of the District. The Board's decision is non-grievable and final. All individuals who seek reimbursement under this provision are required to follow District policy in relation to travel. Support staff members granted such release time will write a brief summary of the training activity which they attend. This will be submitted to the Superintendent. Payment will be made upon receipt of a written report.

B. Tuition Reimbursement

To encourage further study and subsequently increase professional competence, the Board of Education will offer support staff tuition reimbursement.

1. All courses must be approved by the Superintendent to qualify for this aid prior to taking same. Approval of courses for tuition reimbursement is subject to the sole approval of the Superintendent.
2. Reimbursement shall be made upon presentation of successful completion of the course taken.
3. A bank of ninety (90) credit hours at Wilmington University rate will be provided each year of the contract.

4. A support staff member taking nine (9) or more credits in a given year is obligated to remain in the district for two (2) years upon completion of the credits.
5. If the paraprofessional staff member leaves the District before fulfilling their obligation (2 years) to the District, the said employee must reimburse the District the tuition cost of the course(s) above 9 credits prorated according to the amount of unfulfilled time.

In the event that a vacancy occurs within the District that requires credits and certification during a support staff member's obligated (2 years) time to the District and that said staff member seeks the position and is not hired then the support staff member shall be released from their obligation to the District for the additional credit hours.

6. Credits must be in the field of education or work area of specialty.
7. Eligibility
 - a. A support staff member that has been employed in the District for three (3) years or less may apply for up to nine (9) credit hours to be reimbursed by the District and a paraprofessional staff member that has worked for three (3) years and one (1) day or more may apply for up to twelve (12) credit hours to be reimbursed.
 - b. Reimbursement shall be provided according to the following schedule, based upon the grade received:

Grade:

A=	100%
B=	100%
C=	50%
Less than C =	0%

CHAPTER 2: PROFESSIONAL STAFF

Section A: Work Hours and Work Year

1. The normal workday shall be seven (7) hours and ten (10) minutes except for Monday when the workday for staff members shall be seven (7) hours and thirty-five (35) minutes. The additional time on Monday (or the first day of the workweek if a holiday occurs on a Monday) shall be used for staff meetings, department meetings or in-service sessions. Absence from these sessions is permitted only with approval of the Principal/designee.
2. Professional staff members are encouraged to participate in a reasonable number of extra-curricular activities, PTO, concerts, plays, athletic events and similar school activities.
3. All certified staff shall attend two (2) evening activities per year. Teachers must secure an administrator's permission to miss such activities due to unforeseen emergencies or situations. The Board of Education shall publish a school calendar listing events at which teacher participation is required, at the start of the school year. Should the dates of any of the events at which teacher participation is required be changed, the Administration will notify the affected staff members as soon as possible. All middle school dances and other night activities shall count as a second night out. On back-to-school nights, teachers may leave ten (10) minutes after the end of the regular student day to prepare for back-to-school night.

4. Counselors, social workers, learning disability/teacher consultants, school psychologists (non-supervisory) and substance awareness coordinators shall attend two (2) evening activities per year. One (1) of the activities will be back-to-school night. These employees must secure an administrator's permission to miss such activities due to unforeseen emergencies or situations. The Board of Education shall publish a school calendar listing events at which an employee's participation is required, at the start of the school year. Should the dates of any of the events at which the individual's participation is required be changed, the Administration will notify the affected staff members as soon as possible. All middle school dances and other night activities shall count as a second night out. On back-to-school nights, staff members may leave ten (10) minutes after the end of the regular student day to prepare for back-to-school night.
5. The work year for the Athletic Trainer shall be a total of 1,600 hours. These will be scheduled with and approved by the Athletic Director subject to final approval by the Superintendent of Schools.

Athletic Trainers shall operate at all times under the "Standards of Practice" as authorized by the school medical examiner, the job description for "Athletic Trainer" as adopted by the Board and all Board policies and directives of the Superintendent of Schools.

Trainers shall get 1 (one) week's notice of practices or games, etc to be held on Sundays and/or holidays except during playoffs.

Athletic trainers who work beyond 1,600 hours in a school year shall get pay at the hourly rate for the additional time upon the approval of the Superintendent. Otherwise they will be paid in accordance with their salary guide (A-1).

6. The work year 2012-2013 shall be 185 days, 181 instructional – 4 in-service; the work year 2013-2014 shall be 186.5 days, 181 instructional – 5.5 in-service; the work year 2014-2015 shall be 187 days, 181 instructional and 6 in-service. Each year one of the in-service days will be scheduled for the day after the last student day, and in-service days are exclusive of the NJEA Convention. Teachers who have not satisfactorily completed "close-out duties" at the end of the academic year may be required to do so on one or more additional days, if necessary, as determined by the respective Principal.
7. All teachers may be assigned to teach six (6) classes at the Superintendent's discretion. The Superintendent's decision shall be final and not grievable.

Teachers volunteering for additional duties beyond their required duty period, by signing up prior to June 30th the previous school year, shall be paid a stipend of \$1,000.00 per year for a full year duty (1.0 period for supervision) and \$500.00 per year for a half year duty (.5 period for supervision) for each additional half duty period they work. Duties shall be assigned at the discretion of the superintendent or his/her designee.

- a. Effective January 1, 2013, the stipend for additional duties beyond those required shall be \$1,100.00 per year for a half year duty and \$2,200.00 per year for a full year.

8. Whenever administratively possible, no teacher shall have more than three (3) different rooms or more than three (3) classes in a row.
9. Teachers shall indicate their presence for duty by noting the time of arrival and leaving (if prior to 4:00 p.m.) on an attendance register in the Main Office.
10. Each classroom teacher's schedule shall include at least one period free of scheduled duties.
 - a. A teacher responsible for five (5) classes has five (5) periods of instruction, 1.5 periods of supervision, .5 period for lunch and 1.5 periods conference/planning time. A teacher responsible for six (6) classes has six (6) periods of instruction, zero (0) for supervision, .5 period for lunch, and two (2) periods for conference/planning time.
11. Each teacher shall have a continuous duty-free lunch equal to the length of a student lunch.
12.
 - a. Teachers with five (5) classes, who teach a multiple prep in a single period, shall be released from one (1) full duty period.
 - b. Teachers with six (6) classes, who teach a multiple prep in a single period, may leave five (5) minutes after the end of the student day.
 - c. P.E., Special Education, Basic Skills and Supplemental teachers are not covered by the above provisions.
 - d. AP teachers may be assigned AM/PM duties and Homeroom after the completion of two (2) years teaching the same AP course.
13. Hours and duties for specialized personnel (media specialists, nurses, guidance counselors, learning disability teaching/consultants, speech therapists, social workers, substance awareness coordinators, school psychologists, shall be the same as enumerated in the contract for teachers with the following exceptions:
 - a. They will have no assigned preparation period.
 - b. Except in extreme emergencies they will not be assigned the following:
 - (1) Study halls
 - (2) Homerooms
 - (3) Bus duty
 - (4) Corridor duty
 - (5) Cafeteria supervision
 - c. They will have one (1) fifteen (15) minute break and will have a forty (40) minute duty-free lunch period.
 - d. They will devote all of their working hours to the responsibilities of their position.
 - e. When necessary, guidance counselors may be required to teach one career/guidance-related class.
 - f. Any teacher/guidance counselor shall be given a commensurate amount of prep time based upon the number of periods taught.

- g. Librarians may be required to teach courses in library usage/study skills or courses within their area of certification. If assigned, he/she shall be given a commensurate amount of prep time based on the number of periods taught.
 - h. One librarian may be scheduled from 9:00 a.m. to 4:00 p.m.
 - i. Any members assigned to serve on the Intervention and Referral Services Team (I&RS) shall meet the contractual obligations for one and one half duties therefore no duties shall be assigned. No member who teaches six periods shall be assigned to the IR&S team. The Principal shall have the right to assign teachers other duties during the school day as determined necessary to operate the school.
 - j. Hours of work for a LDTC, social worker, school psychologist/non-supervisory or speech therapist may be adjusted when initiated by the employee and agreed upon by the supervisor with the written approval of the Superintendent.
14. The Principal shall have the right to assign teachers other duties during the school day as determined necessary to operate the school.
- a. Coverage for early morning bus duty shall be offered to volunteers. If no one volunteers, this will be assigned. Any teacher so assigned shall be given the option to leave early the same number of minutes he/she worked prior to the required arrival time. When faculty meetings are held, this shall not apply.
 - (1) PM Bus Duty
 - If buses leave late on a regular basis and administration is unable to correct the situation, the Board and Association shall expeditiously seek a remedy.
15. Any teacher assigned to teach a class that requires an outside event to be held on a non-work day shall be compensated at the Instructional hourly rate, up to seven (7) hours and ten (10) minutes per day.

Section B: Employment

As provided by law, the Board shall offer a contract to each non-tenured professional staff member whom it plans to re-employ for the following year.

Contracts so offered and accepted shall be signed and returned to the Board office within ten (10) days.

On or before June 10 of each year, tenured professional staff members will be notified, in writing, of their salary status for the ensuing year, and within ten (10) days, notify the Board Secretary of their intentions.

Section C: Sabbatical Leave

Sabbatical leaves for professional (certified) staff only will be granted for the purpose of study, scholarship, fellowship, and for other reasons of value to the school system as approved by the Board of Education.

1. An applicant must have completed seven (7) consecutive years in this district. No person is to receive more than one sabbatical leave in seven (7) years.
2. There is to be no more than one employee absent on sabbatical leave during any one school year.

3. An application for sabbatical leave is to be made in writing to the Superintendent four (4) months in advance of the requested leave.
4. The Board of Education is responsible for granting all sabbatical leaves. Approvals by the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties.
5. For a full year sabbatical, pay will be one-half (1/2) the annual salary payable in equal semi-monthly installments. For a one-half (1/2) year sabbatical, the pay will be the full salary payable in equal semi-monthly installments.
6. An employee must signify intent of returning to Kingsway for two (2) years after completion of the sabbatical. The employee is assured of a position on return and will be placed on the proper step on the salary guide as though he/she had not been on leave.
7. If a person fails to return after a sabbatical, all monies paid to him/her by the Board shall be returned to the Board. If he/she returns for only one year, one-half (1/2) the money shall be returned.
8. An employee's sick leave shall not accrue during the sabbatical. However, accumulated days will be restored upon return.
9. If more than one person requests a sabbatical leave for the same year, it will be a judgment decision of the Board of Education as to who will receive it, based upon such considerations as worthiness of request, seniority, etc.

Section D: Hospitalization and Health Benefits

- A. Members of the Professional Staff are eligible for Board funded health benefits subject to paragraph E below. The Board shall continue to provide coverage for eligible staff; if the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The office visit co-pay will fifteen (\$15.00) dollars.
- B. The Board of Education shall continue to offer for eligible staff a dental co-pay program, subject to paragraph E, below. If the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The co-insurance for preventative and diagnostic will be 100%. The annual individual maximum benefit will be one thousand two hundred and fifty (\$1,250) dollars.
- C. The Board shall continue to provide, for eligible staff, a co-pay group prescription plan: \$18.00 brand name and \$8.00 generic for both regular and mail order, subject to paragraph E, below.
- D. Part-time employees, where eligible, represented by the Association shall receive pro-rated health benefits.
- E. Effective July 1, 2012 through June 30, 2015, the amount of contribution to be paid by an employee for medical, dental and prescription drug benefits for the employee and any eligible dependent(s) shall be set in accordance with P.L.2011c.78.
- F. Employees eligible for coverage who provide certification that coverage is provided by a spouse's policy may decline coverage and will be reimbursed 25% of the Board's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at the rate for the current level of coverage at the time of the request for payment. If the spouse's coverage ceases, the employee may re-enroll in the Board policy. Payment will be provided at the end of the policy term.

- G. Effective June 30, 1999, a “mandatory second surgical opinion” for elective procedures will be implemented.
- H. Effective July 1, 2013, emergency room co-pay will change from the present twenty five (\$25.00) per emergency room visit to fifty (\$50.00) per emergency room visit.

Section E: Professional Growth

A. Purpose

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests, and needs, as well as the needs of the student.

- B. To encourage further graduate study and subsequently to increase professional competence, the Board of Education will reimburse, in accordance with this section, any professional staff member taking graduate or undergraduate courses deemed by the Superintendent to be in the best interest of the goals and objectives of the District.

There shall be a maximum cap of \$50,000.00 (\$16,667.00 per trimester) for the life of this contract.

At the end of each trimester, 1/3 of the total will be distributed to the teachers who have submitted the proper request. In the event that the total amount of reimbursement exceeds the available amount, the reimbursement will be pro-rated. At the end of the fiscal year, if any funds remain and prior reimbursements were pro-rated, the affected teachers will receive up to the full amount or if there are not enough available funds, a pro-rated share. If there are still funds remaining, excess funds will be retained by the Board. In any event, no teacher will be entitled to a greater reimbursement than due.

- 1. Professional staff may be eligible for tuition reimbursement after completing four (4) years of employment for all employees hired after July 1, 2012. Employees hired prior to July 1, 2012 will remain eligible in any year of employment.
- 2. All courses must be approved by the Superintendent to qualify for this aid prior to taking same.
- 3. Reimbursement shall be provided according to the following schedule, based upon the grade received:

Grade:	A=	100%
	B=	100%
	C=	50%
	Less than C=	0%

4. Reimbursements are based on prior approval of the Superintendent and paid on a first come, first served basis up to twelve (12) credits (at the Wilmington University rate).
A professional staff member taking twelve graduate credit hours in a fiscal year agrees to remain in the District for one year beyond the completion of those credit hours.
A professional staff member taking fifteen graduate credit hours in a fiscal year agrees to remain in the District for two years beyond the completion of those credit hours.

If the professional staff member leaves the District before fulfilling their obligation to the District, the said employee must reimburse the District the tuition cost of the course(s) above 9 credits pro-rated according to the amount of unfulfilled time.

In the event that a vacancy occurs within the District that requires graduate credits and certification during a professional member's obligated time to the District and that said staff member seeks the position and is not hired, then the professional staff member shall be released from their obligation to the District for the additional graduate credit hours.

5. Members must submit requests for approval of a course to the Superintendent of Schools. The deadline for submission of requests for course approval is as follows:

For fall courses – July 15
For spring courses – December 1
For summer courses – May 30

After evidence is provided to the district that courses are successfully completed in accordance with the above grade requirements, the Business Office will make payment to the employee within thirty (30) days after the Board of Education approves the payment, not to exceed sixty (60) days after submission of proof of completion.

6. Members must submit requests to the Superintendent of Schools for tuition reimbursement for courses that have been completed. Requests for tuition reimbursement must be accompanied by proof of payment of tuition and fees and an official transcript showing satisfactory completion of the course requirements. The deadline for submission of proof of completion is as follows:

For fall courses – May 30
For spring courses – September 30
For summer courses – November 30

No payment will be made if the employee fails to meet the reimbursement deadline.

7. Approval of courses for tuition and fees reimbursement is subject to the sole approval of the Superintendent.

C. The Board of Education, upon the recommendation of the Superintendent, will grant the following:

1. Release time to participate in such activities as:
 - a. Visitation to other schools
 - b. Conference and conventions

c. Training workshops

Each request will be considered individually, including time involved and expenses requested. A maximum of \$375.00 each request will be used; however, the Board may exceed this if attendance is deemed to be in the best interest of the district. The Board's decision is non-grievable and final.

Professional staff members granted such release time will write a resume of the training activity which they attend. This will be submitted to the Superintendent. Payment will be made upon receipt of a written report.

d. The Board will reimburse Athletic Trainers routine expenses for attendance at conferences up to \$500.00 per year upon approval of the Superintendent and Board.

2. Professional Development and Educational Improvement

D. Professional Development Committee

1. Role of the Committee

The Committee shall be empowered to work in conjunction with the Superintendent, with input from parents, community members and local business leaders, to assess in-service needs and professional development opportunities and to plan and implement professional development programs in accordance with the standards recommended by the State Professional Teaching Standards Board and approved by the Commissioner. Plans developed by the local Professional Development Committee shall be presented to the County Professional Development Board and then to the District Board of Education for approval based on the committee's recommendation.

2. Composition of the Committee

The Committee will be comprised of four classroom teachers elected by the District's instructional and educational services staff through their majority representative and two administrative staff appointed by the Superintendent of Schools. They shall elect a chairperson from among themselves. Committee members shall serve three-year terms. Initial terms shall be staggered.

3. Conduct of Committee Business

a. The Committee will develop a budget and submit this to the Superintendent for approval as part of the yearly budgetary process.

b. The Professional Development Committee shall establish its own rules and procedures subject to applicable statute, code and policy. The Committee will develop the appropriate forms needed to conduct its business and meet its responsibilities to the District and individuals. Said forms will include but not be limited to application forms, payment requests and maintenance of individual training hours.

E. Programs

1. Pay and Expenses for Training

The Board will provide reimbursement for attendance at conferences, workshops, in service training or formal course work in keeping with the provisions of the Negotiated Agreement.

2. In-Service Workshops, Conferences, Programs

- a. In any given year, the Board will provide in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education. The District experiences will be sufficient to meet the employee's annual progress requirement.
- b. In-service programs shall be conducted during the in-school teacher workday and work year if teacher attendance is required.
- c. All District in-service programs shall be eligible for continuing education credit.

F. Trainers Credit

Any teacher who provides in or out-of-district training experiences for colleagues and/or community members shall receive hour for hour credit toward their 100 hour obligation, except when defined by statute or other applicable state policy.

G. Record Keeping

The District will maintain a record of the number of hours of continuing education for each teacher and provide each teacher with an accounting of his/her accumulated hours each September. Any discrepancies between the District and teacher's records must be noted within 30 days of receipt of the Board records. No disputes will be considered or grievable after 30 days from receipt of the records.

Section F: Observation and Evaluation Procedures

1. It shall be the policy of the Kingsway Regional School District Board of Education to provide for the supervision of instruction and the evaluation of tenured and non-tenured teaching staff members.
2. Non-tenured staff members shall be evaluated at least three (3) times during the school year, at least one evaluation to take place during the first semester.
3. Tenured teachers shall be evaluated at least once each school year in accordance with state law.
4. In addition to evaluations based upon formal observations, written evaluations may be made of a staff member's total performance as an employee, which shall not be limited to classroom performance. These shall be in addition to those aforementioned evaluations and based upon multiple indicators centered around performance with notice to the union prior to implementation.
5. Evaluations shall be done in accordance with N.J.A.C. 6:3-4.3 (tenured staff evaluation) and/or N.J.A.C. 6:3-4.1 (non-tenured staff evaluation).

Section G: Salary Definitions

1. The term "professional staff member" shall include the athletic trainers, nurse, media specialist, guidance counselors, learning disability teacher/consultants, psychologists (non-supervisory), social workers, substance awareness coordinator and any member of the professional teaching staff.
2. The term "Bachelor's Degree" shall mean a Bachelor's degree conferred by a college or university whose courses are acceptable to the New Jersey State Board of Examiners for certification purposes.
3. The term BA plus 15 shall mean the completion of fifteen (15) additional semester hours credit in graduate courses beyond the course requirements for the Bachelor's degree in any college or university whose graduate courses for the Master's degree are acceptable to the New Jersey State Board of Examiners.
4. The term BA plus 30 shall mean the completion of thirty (30) additional semester hours credit in graduate courses beyond the course requirements for the Bachelor's degree in any college or university whose graduate courses for the Master's degree are acceptable to the New Jersey State Board of Examiners.
5. The term "Master's Degree" shall mean a Master's Degree conferred by a college or university whose courses are acceptable to the New Jersey State Board of Examiners.
6. The term MA plus 15 shall mean the completion of fifteen (15) additional semester hours credit earned after July 1, 1988 in graduate courses beyond the course requirements for the Master's degree in any college or university whose graduate courses are acceptable to the New Jersey State Board of Examiners.
7. The term MA plus 30 shall mean the completion of thirty (30) additional semester hours credit earned after July 1, 1988 in graduate courses beyond the course requirements for the Master's degree in any college or university whose graduate courses are acceptable to the New Jersey State Board of Examiners.
8. The term MA plus 45 shall mean the completion of forty-five (45) additional semester hours credit in graduate courses beyond the course requirements for the Master's degree in any college or university whose graduate courses are acceptable to the New Jersey State Board of Examiners. A minimum of fifteen (15) of those graduate hours shall relate to the subject area or methodology of that subject taught by the teacher. Credit for those courses must be earned after July 1, 1988. Courses in administration or educational services will not count beyond MA+30 unless it is the area in which the staff member is employed, such as school nurse, guidance counselor, or other specialized service covered in the certification process.
9. The advanced work mentioned shall be approved by the Superintendent as to its making a direct contribution towards the increased efficiency or professional growth of the professional staff member. The Superintendent shall require a certified record from the school as evidence of the semester hours of work equivalent to the degree. The decision of the Superintendent concerning courses taken subsequent to the MA level (Section G. 6,7, and 8) is final and non-grievable.

10. In order to qualify for advancement due to degree conferred or additional levels of graduate work, the professional staff member must submit evidence of meeting the requirements prior to September 1st or prior to February 1st of each school year. Transcripts confirming that the requirements were met prior to September 1st will be accepted through October 15th with any salary increase related thereto being retroactive to September 1st. Transcripts confirming that the requirements were met prior to February 1st will be accepted through March 15th with any salary increase related thereto being retroactive to February 1st.

CHAPTER 3: PARAPROFESSIONAL STAFF

Section A: Work Hours and Work Year

1. The work year shall be the same as that for students, plus the first teacher day of each school year, with the exception of a variation mandated by an I.E.P. and shall not exceed the contractual work hours. The workday will not exceed six and three-quarter (6-3/4) hours for non-instructional aides. The work year starting in 2013-2014 will also add a mandatory in-service day for a total of 183 days. The workday for non-instructional aides will be the same as that for the students unless a change is agreed to by the Association and stipulated in the individual's contract upon initial hire.
2. Paraprofessionals shall participate in an in-service on the first day of school as part of their contractual obligation. If requested to do so by the district, paraprofessionals shall attend in-services during the rest of the year at a rate of \$75.00 per day with one (1) month's advance notice for all in-services required by the district.
3. Paraprofessionals will have a continuous duty-free lunch equal in length to the student lunch.
4. Paraprofessionals may be assigned to work seven (7) periods per day with the 7th duty period assigned only for non-instructional purposes. A 7th duty period assignment shall be at the discretion of the Superintendent or his/her designee. No paraprofessional may be assigned a 7th duty period unless all other paraprofessionals are assigned at least six periods. The Superintendent's decision shall be final and not grievable.
5. Paraprofessionals volunteering for additional duties beyond their required duty period, by signing up prior to June 30th the previous school year, shall be paid a stipend of \$1,500.00 per year for a full year duty (1.0 period for supervision) and \$750.00 per year for a half year duty (.5 period for supervision) for each additional half duty period they work. Duties shall be assigned at the discretion of the superintendent or his/her designee.

Section B: Employment and Assignment Procedures

1. Employees shall be notified of their assignment and salary status for the ensuing year within seven (7) working days after the regularly scheduled May Board meeting.
2. Either party may terminate his/her contract at any time by giving notice to the other, in writing, twenty (20) work days prior to the termination date. If the Board of Education is the party terminating the contract, it may terminate service immediately provided it makes salary payment for the twenty (20) workdays.

3. Nothing herein shall be construed to prohibit the Board from withholding an employee's increment in a timely manner.

Section C: Hospitalization and Health Benefits

Individuals who have no other coverage available and submit the appropriate certification to the Superintendent will be eligible for single only health insurance with the Board paying premiums according to the following schedule:

After 4 consecutive years – 50% of premium

5 consecutive years – 75% of premium

6 consecutive years – 100% of premium

The provision of "no other coverage available" shall apply only in situations where the employee has no existing coverage or the employee's spouse pays/contributes 50% or more toward the cost of premiums for their health insurance. Employees must provide proof of the amount that their spouses pay towards health insurance. Proof shall be in a form that is acceptable to the Kingsway School District Business Administrator. The Business Administrator shall have the right to request whatever type of document he/she needs to ascertain that the employee has no other coverage to qualify for insurance benefits under Chapter 2 Section D.

Employees entitled to insurance under this section, shall be eligible to take the waiver of benefits under this provision and receive only an amount of money up to the board's liability above. For example, a member with four (4) consecutive years of employment will only be eligible for reimbursement up to the board's liability of 50% of the premium and shall receive no more than 25% of the board's cost or \$5,000 whichever is the lesser.

SECTION D: Observation and Evaluation Procedures

1. Paraprofessionals will be evaluated at least once a year and offered constructive feedback regarding their total performance and fulfillment of job responsibilities.
2. All support personnel shall be evaluated by their immediate supervisor at least once a year, to be followed by a written evaluation and a conference between the employee and his/her immediate supervisor. This shall occur no more than ten (10) days after the evaluation.
3. The conference will take place during the employee's regular working hours.
4. Within five (5) days of the conference, the employee shall receive a written copy of the evaluation for his/her signature.
5. Within two (2) days of the conference, the employee shall acknowledge that he/she had an opportunity to review such material by placing his/her signature on the form. Such signature in no way indicates agreement with the evaluation, only that it has been seen.
6. An employee may submit a written rebuttal within five (5) days of the receipt of the written evaluation, and such rebuttal shall be affixed to the original form.

CHAPTER 4: SECRETARIAL STAFF

Section A: Work Hours and Work Year

1. The workday for secretarial/clerical personnel shall not exceed eight (8) hours. It shall include a daily forty-five (45) minute duty-free lunch and one (1), five (5) minute daily break. The schedule will be developed by the office supervisor with input from the assigned staff to ensure coverage of the office at all times during the workday.
2. Forty (40) hours, including lunch, shall be considered the standard workweek.
3. Work in excess of the standard workweek, or on Saturday or Sunday shall be one and one-half (1-1/2) times the regular rate of pay. For the purpose of calculating overtime, the workweek is defined as Monday through Sunday, inclusive. Work on holidays when school is closed shall be two and one-half (2-1/2) the regular rate. Attendance at mandatory hearings and other out-of-office responsibilities at times other than the regular work hours will be considered as overtime.
 - i. Time absent for illness, holiday, personal day or vacation day will not be deducted from the regular workweek in computing hours over forty (40) for overtime pay purposes.
4. During the summer, at the sole discretion of the Superintendent, a flex schedule may be in effect.

The flex schedule workweek shall consist of four (4) eight hours and fifteen minute days (8.25) with a thirty (30) minute lunch and a five (5) minute break. Coverage will be provided from 7:00 a.m. to 4:00 p.m. A schedule for coverage will be developed between the office personnel and respective office supervision and submitted to the Superintendent for approval by June 1st of each year. During a flex schedule, any illness, personal or vacation leave will be calculated at 1.25 per day used.
5. Secretarial and clerical employees shall not be required to work during winter or spring break. During the four (4) in-service days secretaries shall work half (1/2) an hour before the start of their established workday and half (1/2) an hour after their established workday.
6. During the school year office personnel shall follow the teachers' calendar which is drawn up by the Superintendent each year and during the months of July and August shall be entitled to observe all legal holidays.
7. Part time secretaries called in to their regular job on a day off will receive their regular rate of pay.
8. All ten (10) month secretaries will receive ten (10) paid holidays per year as follows: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Thanksgiving and the day following, Christmas Eve, Christmas Day and New Year's Eve.
 - i. 200-day secretaries (10 month secretaries) shall be paid 200 days, 10 of which will be paid holidays listed above. They will work a total of 190 days.

Section B: Employment

1. Employees shall be notified of their assignment and salary status for the ensuing year within seven (7) working days after the regularly scheduled May Board meeting.

2. **For Non-Tenured Support Staff Employees**

Either party may terminate his/her contract at any time by giving notice to the other, in writing, twenty(20) work days prior to the termination date. If the Board of Education is the party terminating the contract, it may terminate service immediately provided it makes salary payment for the twenty (20) workdays.

3. **For Tenured Support Staff Employees**

Tenured support staff members shall provide the Board with ten (10) work days notice of their intent to resign from their position.

4. Nothing herein shall be construed to prohibit the Board from withholding an employee's increment in a timely manner.

Section C: Vacations

- A. After full employment for one (1) year, twelve (12) month personnel shall be entitled to two (2) weeks vacation. After full employment for five (5) years, individuals shall be entitled to three (3) weeks vacation. After full employment for ten (10) years, individuals shall be entitled to four (4) weeks vacation; (e.g. during employment year five (5), the employee earns three (3) weeks of vacation to be used during the sixth year of employment).
- B. Employees must request vacation, in writing, at least three (3) days prior to the commencement of such leave. Vacation requests are subject to approval, in writing, within two (2) days of said request, by the immediate supervisor and by either the Superintendent or School Business Administrator. The Board of Education reserves the right to require employees to request alternate vacation days based upon the districts needs. However, once vacation leave has been approved, the district cannot require rescheduling except in case of emergency. In such case, the Superintendent and the employee shall reach a mutually acceptable agreement with regard to the employee's scheduled vacation time. In unusual situations, employees may request the utilization of a single vacation day. This request must be made a minimum of twenty-four (24) hours prior to the requested day and have the approval of the respective supervisor. The Superintendent may grant the vacation and his/her decision is final and not subject to the grievance procedure.
- C. Vacation time for secretarial personnel will be approved by the Superintendent of Schools.
- D. The parties agree that vacation time is time earned for time worked. Vacation is taken during the school year following the year in which it is earned. Earned vacation should be used by June 30th. Up to five (5) days may be carried into the next year. Any days carried over must be used by June 30th of that year or the days are lost. There shall be no payment or value for unused days.
- E. If a holiday falls within a vacation period, an extra day shall be allowed.

- F. Twelve (12) month employees, hired after July 1 of a school year, must work at least four (4) months to begin earning vacation time. Employees who complete the four (4) month requirement, earn vacation time at the rate of 0.83 days per month, for each full month worked, rounded to the nearest half day.
- Example: Employed September 18.
 By June 30 - worked nine (9) full months.
 $9 \times .83 = 7.47$ or 7.5 vacation days earned.
- G. Ten (10) month employees are not eligible to earn vacation time.
- H. If the employee is terminated by the Board or resigns prior to June 30 of his/her initial year of employment, the employee shall not be eligible to receive pay for accumulated vacation time.
- I. If the employee is terminated or resigns subsequent to June 30 of his/her initial year of employment, the employee shall be eligible to receive pay for earned, accumulated vacation time.
- J. If for any reason an employee must cancel scheduled vacation, he/she may do so with a minimum two (2) days notice or as soon as the employee knows. Secretarial personnel are to provide a one (1) day notice or as soon as known.

Section D: Hospitalization and Health Benefits

- A. Members of the Secretarial Staff are eligible for Board funded health benefits subject to paragraph F. The Board shall continue to provide coverage for eligible staff; if the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The office visit co-pay will be fifteen (\$15.00) dollars.
- B. The Board of Education shall continue to offer for eligible staff a dental co-pay program, subject to paragraph F, below. If the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The co-insurance for preventative and diagnostic will be 100%. The annual individual maximum benefit will be one thousand two hundred and fifty (\$1,250) dollars.
- C. The Board shall continue to provide, for eligible staff, a co-pay group prescription plan: \$18.00 brand name and \$8.00 generic for both regular and mail order, subject to paragraph F, below.
- D. Part-time employees, where eligible, represented by the Association shall receive pro-rated health benefits.
- E. Part-time office personnel may purchase any or all of the available plans through payroll deductions at the full, group rate premium.
- F. Effective July 1, 2012 through June 30, 2015, the amount of contribution to be paid by an employee for medical, dental and prescription drug benefits for the employee and any eligible dependent(s) shall be set in accordance with P.L.2011c.78.

- G. Employees eligible for coverage who provide certification that coverage is provided by a spouse's policy may decline coverage and will be reimbursed 25% of the Board's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at the rate for the current level of coverage at the time of the request for payment. If the spouse's coverage ceases, the employee may re-enroll in the Board policy. Payment will be provided at the end of the policy term.
- H. Office personnel are eligible for up to \$200.00 each for disability insurance with the carrier determined by the employee.
- I. Effective June 30, 1999, a "mandatory second surgical opinion" for elective procedures will be implemented.
- J. Effective July 1, 2013, emergency room co-pay will change from the present twenty five (\$25.00) per emergency room visit to fifty (\$50.00) per emergency room visit.

Section E: Professional Growth

A. Training Workshops

Each request will be considered individually, including time involved and expenses requested. A maximum of \$500.00 for each request will be used; however, the Board may exceed this if attendance is deemed to be in the best interest of the District. The Board's decision is non-grievable and final. All individuals who seek reimbursement under this provision are required to follow District policy in relation to travel. Support staff members granted such release time will write a brief summary of the training activity which they attend. This will be submitted to the Superintendent. Payment will be made upon receipt of a written report.

B. Tuition Reimbursement

The Board will reimburse the tuition and fees for up to 12 credits per year for secretaries who are matriculated in an Associates Program in an area related to the assigned responsibilities. Enrollment is subject to the prior approval of the Superintendent and the decision is not subject to the grievance procedure. Approval must be received before the course begins. Reimbursement will be made after receipt of an official grade report and on the following basis:

A =	100%
B =	100%
C =	50%
Less than a C	0%

The rate charged by Gloucester County College shall be used to determine the amount of reimbursement.

Reimbursements are based upon prior approval of the Superintendent and paid on a first come, first served basis up to twelve (12) credits.

Section F: Evaluation Procedure

- a. All support personnel shall be evaluated by their immediate supervisor at least once a year, to be followed by a written evaluation and a conference between the employee and his/her immediate supervisor. This shall occur no more than ten (10) days after the evaluation.
- b. The conference will take place during the employee's regular working hours.
- c. Within five (5) days of the conference, the employee shall receive a written copy of the evaluation for his/her signature.
- d. Within two (2) days of the conference, the employee shall acknowledge that he/she had an opportunity to review such material by placing his/her signature on the form. Such signature in no way indicates agreement with the evaluation, only that it has been seen.
- e. An employee may submit a written rebuttal within five (5) days of the receipt of the written evaluation, and such rebuttal shall be affixed to the original form.

CHAPTER 5: CUSTODIAL and MAINTENANCE STAFF

Section A: Working Conditions

- a. The work day for custodians and maintenance personnel shall be eight (8) continuous hours including a daily thirty (30) minute lunch and one fifteen (15) minute break.
- b. Forty (40) hours including lunch and breaks shall be considered the standard workweek. Work in excess of forty (40) hours per week, on Saturday or Sunday shall be at 1.5 times the regular rate of pay except for a person who is scheduled from Tuesday to Saturday. For the purpose of calculating overtime, the workweek is defined as Monday through Sunday, inclusive. Work on holidays shall be 2.5 times the regular rate of pay.
- c. Only those employees who have worked 40 hours in one week shall be entitled to overtime pay that week. In order to receive overtime pay, an employee must not have been absent due to personal business, illness, emergency personal business or vacation.
- d. Any custodial or maintenance employee who obtains a Black Seal license and who duly renews said license, shall receive an annual stipend of \$500.00, if a pesticide license is received, the annual stipend is \$250.00.

Employees who obtain a license during the course of a school year shall receive a prorated stipend based upon the number of full months that the license is held.

The Board shall require that the original license be presented to the School Business Administrator in order to initially claim the stipend. A copy of the license shall be kept on file in the employee's personnel file. Each time the license is renewed, a valid copy must be placed into the employee's personnel file. Failure to keep the license current or failure by the employee to submit a copy of the valid certificate will result in the loss of the stipend.

5. Employees hired before July 1, 1993 are eligible for reimbursement for the cost of the Black Seal course, upon receipt of and presentation of their license.

6. Any custodial/maintenance personnel who wish to obtain a Black Seal license shall have the cost of the course paid for by the district up to a cap of \$500.00.
7. During the summer recess, all custodians will work the day shift with the exception of two (2) custodians scheduled on the night shift. This night shift may be rotated. Existing shifts will continue for the remainder of the workweek if the summer recess or the start of the school year commences during that week. Shift changes will commence on the next full workweek. During this time, if a flex schedule is utilized, at the sole discretion of the Superintendent, the work week will change to four (4) ten (10) hour days with a thirty (30) minute lunch and two (2) fifteen (15) minute breaks. The thirty (30) minute lunch and two (2) fifteen minute breaks cannot be used at the end of the workday. Under the flex schedule, any illness, personal or vacation leave will be calculated at 1.25 per day used.
8. All custodians will be assigned lockers for their personal use during work hours.
9. Custodians and maintenance personnel shall be granted twelve (12) paid holidays each year as follows: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, and New Year's Eve.
10. Upon initial hire, the Board of Education will provide all maintenance and custodial employees with five (5) District-approved shirts, which are part of the uniform to be worn along with one (1) pair of District-approved work shoes. In each subsequent year of employment, maintenance employees will receive a maximum clothing allowance of \$125.00 for the replacement of uniforms, in addition to a shoe allowance not exceed \$150.00 annually, for the replacement of District-approved work shoes. In each subsequent year of employment, custodial employees will receive a maximum clothing allowance of \$125.00 for the replacement of uniforms, in addition to a shoe allowance not to exceed \$80.00 annually, for the replacement of District-approved work shoes. All Employees are required to wear uniforms to work.

11. Overtime

There shall be one list for overtime. Employees who meet the qualifications for the duty would be offered the next applicable opportunity. If the work is refused, or the district is unable to contact the person at the time of the initial call, the person is skipped and the supervisor will keep a record of calls. Overtime will be offered in seniority order on a rotating basis to start. Subsequent overtime will be offered to those with the least hours worked or refused, continuing on a rotating basis. It is the employee's responsibility to keep contact information current.

Overtime situations requiring a Black Seal license may be cause for skipping individuals who do not hold said license.

If an unexpected absence occurs in the custodial/ maintenance staff due to an emergency illness, an emergency personal day, or a death in the family, the District may elect to offer overtime to members of the preceding shift, the shift for which the shortage occurs, or the following shift so that they can complete the additional work.

The District shall use the overtime list, but is not required to post the opening.

The procedure mentioned above regarding the use of seniority shall apply by following through the overtime list until an employee agrees to complete the additional shift. Overtime

will be offered in seniority order on a rotating basis.

12. Any custodial/maintenance employee called back to work shall be guaranteed a minimum of two (2) hour's pay.
13. Custodians shall be offered overtime to assist with clean up and care of the stadium when there are home football games.

Section B: Employment

1. Employees shall be notified of their assignment and salary status for the ensuing year within seven (7) working days after the regularly scheduled May Board meeting.
2. Either party may terminate his/her contract at any time by giving notice to the other, in writing, twenty (20) work days prior to the termination date. If the Board of Education is the party terminating the contract, it may terminate service immediately provided it makes salary payment for the twenty (20) workdays.
3. Nothing herein shall be construed to prohibit the Board from withholding an employee's increment in a timely manner.

Section C: Posting of Job Openings

1. All newly created or vacated custodial positions will be posted for five (5) work days with the anticipated shift being identified. Any current employee may apply in writing for that vacancy without limiting the Board or Administration's discretion in the final selection. Length of employment shall be a consideration in the selection process and unless there is justifiable cause otherwise, the position will be filled by the senior current employee applying.
2. In the event of an emergency or a special district need the Superintendent will ask the KEA for a waiver of the five (5) work day posting requirement.

Section D: Vacations

- A. After full employment for one (1) year, twelve (12) month personnel shall be entitled to two (2) weeks vacation. After full employment for five (5) years, individuals shall be entitled to three (3) weeks vacation. After full employment for ten (10) years, individuals shall be entitled to four (4) weeks vacation; (e.g. during employment year five (5), the employee earns three (3) weeks of vacation to be used during the sixth year of employment).
- B. Employees must request vacation, in writing, at least three (3) days prior to the commencement of such leave. Vacation requests are subject to approval, in writing, within two (2) days of said request, by the immediate supervisor and by either the Superintendent or School Business Administrator. The Board of Education reserves the right to require employees to request alternate vacation days based upon the districts needs. However, once vacation leave has been approved, the district cannot require rescheduling except in case of emergency. In such case, the Superintendent and the employee shall reach a mutually acceptable agreement with regard to the employee's scheduled vacation time. In unusual situations, employees may request the utilization of a single vacation day. This request must be made a minimum of twenty-four (24) hours prior to the requested day and have the approval of the respective supervisor. The Superintendent may grant the vacation and his/her decision is final and not subject to the grievance procedure.
- C. Vacation time for custodial and maintenance employees will be scheduled by the Supervisor of Buildings and Grounds and approved by the SBA/BS.

- D. The parties agree that vacation time is time earned for time worked. Vacation is taken during the school year following the year in which it is earned. Earned vacation should be used by June 30th. Up to five (5) days may be carried into the next year. Any days carried over must be used by June 30th of that year or the days are lost. There shall be no payment or value for unused days.
- E. If a holiday falls within a vacation period, an extra day shall be allowed.
- F. Twelve (12) month employees, hired after July 1 of a school year, must work at least four (4) months to begin earning vacation time. Employees who complete the four (4) month requirement, earn vacation time at the rate of 0.83 days per month, for each full month worked, rounded to the nearest half day.

 Example: Employed September 18.
 By June 30 - worked nine (9) full months.
 $9 \times .83 = 7.47$ or 7.5 vacation days earned.
- G. Ten (10) month employees are not eligible to earn vacation time.
- H. If the employee is terminated by the Board or resigns prior to June 30 of his/her initial year of employment, the employee shall not be eligible to receive pay for accumulated vacation time.
- I. If the employee is terminated or resigns subsequent to June 30 of his/her initial year of employment, the employee shall be eligible to receive pay for earned, accumulated vacation time.
- J. If for any reason an employee must cancel scheduled vacation, he/she may do so with a minimum two (2) days notice or as soon as the employee knows.

Section E: Hospitalization and Health Benefits

- A. Members of the Custodial/Maintenance Staff are eligible for Board funded health benefits subject to paragraph E, below. The Board shall continue to provide coverage for eligible staff; if the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The office visit co-pay will be fifteen (\$15.00) dollars.
- B. The Board of Education shall continue to offer for eligible staff a dental co-pay program, subject to paragraph E, below. If the Board changes carrier or carriers, the benefits shall at least be equal to those of the current policy. The co-insurance for preventative and diagnostic will be 100%. The annual individual maximum benefit will be one thousand two hundred and fifty (\$1,250) dollars.
- C. The Board shall continue to provide, for eligible staff, a co-pay group prescription plan: \$18.00 brand name and \$8.00 generic for both regular and mail order, subject to paragraph E, below.
- D. Part-time employees, where eligible, represented by the Association shall receive pro-rated health benefits.
- E. Effective July 1, 2012 through June 30, 2015, the amount of contribution to be paid by an employee for medical, dental and prescription drug benefits for the employee and any eligible dependent(s) shall be set in accordance with P.L.2011c.78.

- F. Employees eligible for coverage who provide certification that coverage is provided by a spouse's policy may decline coverage and will be reimbursed 25% of the Board's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at the rate for the current level of coverage at the time of the request for payment. If the spouse's coverage ceases, the employee may re-enroll in the Board policy. Payment will be provided at the end of the policy term.
- G. Specific custodial personnel, as outlined in a Sidebar Agreement between the parties, shall qualify for a payment of up to \$150.00 each for disability insurance, with the carrier determined by the employee. No other custodial employees shall be eligible for said payment.
- H. Effective June 30, 1999, a "mandatory second surgical opinion" for elective procedures will be implemented.
- I. Effective July 1, 2013, emergency room co-pay will change from the present twenty five (\$25.00) per emergency room visit to fifty (\$50.00) per emergency room visit.

Section F: Evaluation Procedure

- 1. All support personnel shall be evaluated by their immediate supervisor at least once a year, to be followed by a written evaluation and a conference between the employee and his/her immediate supervisor. This shall occur no more than ten (10) days after the evaluation.
- 2. The conference will take place during the employee's regular working hours.
- 3. Within five (5) days of the conference, the employee shall receive a written copy of the evaluation for his/her signature.
- 4. Within two (2) days of the conference, the employee shall acknowledge that he/she had an opportunity to review such material by placing his/her signature on the form. Such signature in no way indicates agreement with the evaluation, only that it has been seen.
- 5. An employee may submit a written rebuttal within five (5) days of the receipt of the written evaluation, and such rebuttal shall be affixed to the original form.

CHAPTER 6: CAFETERIA STAFF

Section A: Working Conditions

- 1. A \$1.50 hourly rate increase will be paid to a designated cafeteria personnel who assumes temporary replacement of cafeteria manager's position due to manager's absence from work; additional stipend to be based on prior arrangement confirmed by the cafeteria manager and approved by the School Business Administrator/Board Secretary. This clause does not apply when a full time food service manager is not employed by the Board of Education.
- 2. The cafeteria work year is 178 days.
- 3. Cafeteria personnel will be paid for all hours worked including days when lunch is served and extra set-up or closeout days.
- 4. Cafeteria personnel will not be paid for any emergency school closing.

5. Cafeteria personnel will be paid for days school is not in session because of in-service programs if the personnel report for cafeteria in-service programs.
6. Cafeteria personnel will receive time and one-half (1-1/2) for all hours in excess of 40 hours per week and when requested for night activities.
7. At the start of the year all cafeteria personnel, shall be provided an opportunity to indicate their desire to be considered for overtime assignments. The list of personnel interested shall be organized according to seniority. Every effort will be made to balance the hours assigned.
8. Martin Luther King, Jr. Day, Good Friday, Memorial Day, Thanksgiving and Christmas are to be paid holidays.
9. Upon initial hire, the Board of Education will provide all cafeteria personnel with a set of uniforms which will consist of five (5) District-approved shirts and one (1) pair of District-approved work shoes. In each subsequent year of employment, the Board of Education shall provide a maximum clothing allowance of \$125.00 for the replacement of uniforms, in addition to a shoe allowance not to exceed \$45.00 annually, for the replacement of District-approved work shoes. Employees are required to wear uniforms at work.
10. It is the responsibility of the cafeteria supervisor to establish at the beginning of each year the hours for the working day. A minimum of five (5) hours per worker per day will be scheduled.
11. Services rendered for the preparation of special foods during the regular workday will be paid at the regular rate.
12. "Special functions" will be construed to mean any activity or event that is other than a completely internal one involving only Kingsway personnel or students.
13. No employee is to accept any payment from a person or a group for service at a function.
14. Each cafeteria personnel shall receive a ten (10) minute break per 3 hours worked, to be scheduled by the cafeteria supervisor or other individual designated by the Business Administrator.
15. Employees who receive a NJFSA certificate shall receive a \$500.00 stipend.
16. An employee who substitutes for the cook or assistant cook will receive the higher rate of pay.
17. If rotation of jobs ceases, the Board and Association will expeditiously negotiate the impact of this.

Section B: Employment

1. Employees shall be notified of their assignment and salary status for the ensuing year within seven (7) working days after the regularly scheduled May Board meeting.
2. Either party may terminate his/her contract at any time by giving notice to the other, in writing, twenty (20) work days prior to the termination date. If the Board of Education is the party terminating the contract, it may terminate service immediately provided it makes salary payment for the twenty (20) workdays.
3. Nothing herein shall be construed to prohibit the Board from withholding an employee's increment in a timely manner.

Section C: Posting of Job Openings

1. All newly created or vacated cafeteria positions will be posted on the website for five (5) work days. Any current employee may apply in writing for that vacancy without limiting the Board of Administration's discretion in the final selection. Length of employment shall be a consideration in the selection process and unless there is justifiable cause otherwise, the position will be filled by the senior current employee applying.
2. In the event of an emergency or a special district need the Superintendent will ask the KEA for a waiver of the five (5) work day posting requirement.

Section D: Hospitalization and Health Benefits

1. Individuals who have no other coverage available and submit the appropriate certification to the Superintendent will be eligible for single only health insurance with the Board paying premiums according to the following schedule:
 - After 4 consecutive years – 50% of premium
 - 5 consecutive years – 75% of premium
 - 6 consecutive years – 100% of premium
2. The provision of "no other coverage available" shall apply only in situations where the employee has no existing coverage or the employee's spouse pays/contributes 50% or more toward the cost of premiums for their health insurance. Employees must provide proof of the amount that their spouses pay towards health insurance. Proof shall be in a form that is acceptable to the Kingsway School District Business Administrator. The Business Administrator shall have the right to request whatever type of document he/she needs to ascertain that the employee has no other coverage to qualify for insurance benefits under Chapter 2 Section D.
3. Employees entitled to insurance under this section, shall be eligible to take the waiver of benefits under this provision and receive only an amount of money up to the board's liability above. For example, a member with four (4) consecutive years of employment will only be eligible for

reimbursement up to the board's liability of 50% of the premium and shall receive no more than 25% of the board's cost or \$5,000 whichever is the lesser.

4. Cafeteria personnel may purchase any or all of the available plans through payroll deductions at the full, group rate premium.

Section E: Evaluation Procedure

1. All support personnel shall be evaluated by their immediate supervisor at least once a year, to be followed by a written evaluation and a conference between the employee and his/her immediate supervisor. This shall occur no more than ten (10) days after the evaluation.
2. The conference will take place during the employee's regular working hours.
3. Within five (5) days of the conference, the employee shall receive a written copy of the evaluation for his/her signature.
4. Within two (2) days of the conference, the employee shall acknowledge that he/she had an opportunity to review such material by placing his/her signature on the form. Such signature in no way indicates agreement with the evaluation, only that it has been seen.
5. An employee may submit a written rebuttal within five (5) days of the receipt of the written evaluation, and such rebuttal shall be affixed to the original form.

CHAPTER 7 TRANSPORTATION STAFF

Section A: Working Conditions

1. The Transportation Supervisor shall determine regular work hours as each run is packaged. Packaged routes shall be offered to drivers and aides on the basis of seniority.
2. Time worked in any one week in excess of forty (40) hours shall be compensated at one and one-half (1-1/2) time. The workweek shall be considered Monday through Sunday.
3. Bus drivers and aides shall be eligible for the following paid holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Thanksgiving Day and Christmas Day.
4. In-Service Day: Bus drivers will receive one (1) or more paid in-service day(s) per school year, to be used for training purposes, with the immediate supervisor, and Business Administrator to approve in advance, hours to be assigned and program topic to be arranged for this purpose.
5. Upon initial hire, the Board of Education will provide all bus drivers/aides with a uniform which will consist of five (5) District-approved shirts. In each subsequent year of employment, bus drivers/aides will be entitled to a maximum reimbursement of \$95.00 per year for the purchase of replacement shirts. Employees are required to wear uniforms at work.
6. After one (1) year of successful employment within the Kingsway Regional School District, bus drivers shall be reimbursed for the cost of fingerprinting. All subsequent fingerprinting and license renewal costs shall be borne by the Kingsway Regional School District.

7. Drivers will be provided with money for tolls, parking, etc., in advance of trips, if requested. Upon completion of trip, receipts and balance of money shall be returned to Supervisor.
8. If a run is canceled by the district, without providing the driver with adequate notice, said driver shall receive one and one-half (1½) hours' pay.
9. At the beginning of the school year, a listing of all assigned routes and drivers shall be made available to the KEA.
10. If a substitute driver is assigned to a regular run for sixty (60) consecutive days and the regular driver is not on an approved leave of absence, the Board shall declare a vacancy and advertise accordingly.
11. Drivers and aides are not responsible for washing exterior of buses but may, if so inclined.

Section B: Employment

1. Employees shall be notified of their assignment and salary status for the ensuing year within seven (7) working days after the regularly scheduled May Board meeting.
2. Either party may terminate his/her contract at any time by giving notice to the other, in writing, twenty (20) work days prior to the termination date. If the Board of Education is the party terminating the contract, it may terminate service immediately provided it makes salary payment for the twenty (20) workdays.
3. Nothing herein shall be construed to prohibit the Board from withholding an employee's increment in a timely manner.

Section C: Posting of Job Openings and Additional Work

A. Job Openings

1. All newly created positions or vacated runs will be posted for five (5) calendar days and applications will be considered without limiting in any way the Board's or Administration's discretion in the final determination. Such posting will be sent to the Kingsway Education Association President.
2. Notwithstanding the above, in emergency situations, there may be less than five (5) days' posting, in which event the Superintendent will advise the KEA President of the basis for the emergency action.
3. Seniority within the District shall be a consideration in the filling of said new position or vacancy.
4. Vacated runs which become available during the school year or the summer will be bid throughout the unit members on a seniority basis until all interested unit members have an opportunity to be considered for the open run(s).
5. During the course of any school year, after the third (3rd) internal bid, which creates a vacancy, the remaining position may be filled at the discretion of the Administration without regard to seniority. Any run so filled will be re-bid to the entire unit during the course of the following summer.

6. In the event that all runs are shortened, all runs will be rebid over the next summer. Runs will be awarded to the drivers by seniority.

B. Additional Work

1. Available Kingsway drivers will always be offered extra runs first.
2. Available Kingsway drivers will be paid \$15.95 per hour for extra runs inclusive of sit time unless a quote for the cost of an extra run is lower than the Kingsway cost, in which case the Kingsway driver will be offered a rate for the run equal to the difference between the lowest quote and the operational cost of the Kingsway bus.
3. The cost comparison of quotes will be made available to the KEA representatives at least two times per year or upon reasonable request.
4. The Transportation Department shall provide, at the start of each school year, a list for drivers to sign up for additional work. The list will be based on seniority and will be rotated among those who indicate a desire to be considered. Assignments will be rotated and assigned at the discretion of the Supervisor so that all employees who sign up receive an equal amount of extra work. Drivers may indicate their desire to be considered for extra work in any one (1) or up to all seven (7) of the areas of extra assignments. Separate lists shall be maintained for: p.m. activities (after 4:30 p.m.), late sports and activities (after 5:30 p.m.), day trips (Monday through Friday), Saturday, Sunday, and holiday trips, and overnight trips. This procedure is applicable to any other work not indicated above. No independent or substitute driver shall drive to or from any trip when a regular, full-time Kingsway driver returns daily to Kingsway from a regular run by 4:00 p.m.
5. In each additional work area, the initial list shall be developed based upon the seniority of the drivers that indicate the desire to be considered. Each type of extra work assignment shall have a separate rotating list.
6. Drivers who miss an assignment because of absence for any reason other than personal illness, or who are unable to accept an assignment on the day their name comes up in the rotation, shall remain in the regular rotation for assignments.
7. Drivers who refuse offers of an extra assignment on five (5) occasions shall be removed from the list. The Transportation Supervisor shall strive to maintain a balance of the amount of hours each driver on a list receives.
8. Extra work lists will be posted and available to all members for review.
9. For work available on the overnight trip list, seniority shall be the initial consideration. However, assignment shall be made by the Transportation Supervisor in such a manner as to distribute the additional hours among the drivers on the list as equitably as possible. The overnight trip list only, shall remain current for a three (3) year period, to allow the opportunity for as many drivers as possible to share these assignments.
10. Drivers who miss an assignment for any reason shall remain in the regular seniority rotation.

Section D: Hospitalization and Health Benefits

Individuals who have no other coverage available and submit the appropriate certification to the Superintendent will be eligible for single only health insurance with the Board paying premiums according to the following schedule:

- After 4 consecutive years – 50% of premium
- 5 consecutive years – 75% of premium
- 6 consecutive years – 100% of premium

The provision of “no other coverage available” shall apply only in situations where the employee has no existing coverage or the employee’s spouse pays/contributes 50% or more toward the cost of premiums for their health insurance. Employees must provide proof of the amount that their spouses pay towards health insurance. Proof shall be in a form that is acceptable to the Kingsway School District Business Administrator. The Business Administrator shall have the right to request whatever type of document he/she needs to ascertain that the employee has no other coverage to qualify for insurance benefits under Chapter 2 Section D.

5. Employees entitled to insurance under this section, shall be eligible to take the waiver of benefits under this provision and receive only an amount of money up to the board’s liability above. For example, a member with four (4) consecutive years of employment will only be eligible for reimbursement up to the board’s liability of 50% of the premium and shall receive no more than 25% of the board’s cost or \$5,000 whichever is the lesser.
6. Bus drivers and bus aides may purchase any or all of the available plans through payroll deductions at the full, group rate premium. Transportation staff who work a minimum of 4.25 hours per day shall be entitled to a similar option.

Section E: Evaluation Procedure

1. All support personnel shall be evaluated by their immediate supervisor at least once a year, to be followed by a written evaluation and a conference between the employee and his/her immediate supervisor. This shall occur no more than ten (10) days after the evaluation.
2. The conference will take place during the employee’s regular working hours.
3. Within five (5) days of the conference, the employee shall receive a written copy of the evaluation for his/her signature.
4. Within two (2) days of the conference, the employee shall acknowledge that he/she had an opportunity to review such material by placing his/her signature on the form. Such signature in no way indicates agreement with the evaluation, only that it has been seen.
5. An employee may submit a written rebuttal within five (5) days of the receipt of the written evaluation, and such rebuttal shall be affixed to the original form.

DURATION

This Agreement shall be effective July 1, 2012 and continue in existence through June 30, 2015.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be executed by their duly authorized representatives.

Mark R. Kehoe
President,
Kingsway Regional Board of Education

5/20/13
Date

[Signature]
Board Secretary,
Kingsway Regional Board of Education

5-20-13
Date

Suzanne McNally
President,
Kingsway Education Association

5.20.13
Date

Karen Schoneveld
Secretary,
Kingsway Education Association

5.20.13
Date

CHAPTER EIGHT: SALARY GUIDES

SCHEDULE A-1

2012-2013

Professional Staff

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	45,937	46,589	47,240	48,541	49,192	49,843	50,494
2	46,138	47,290	47,441	48,743	49,393	50,044	50,695
3	47,223	47,874	48,525	49,827	50,478	51,130	51,781
4	48,743	49,393	50,044	51,346	51,997	52,649	53,300
5	49,676	50,328	50,979	52,281	52,932	53,582	54,233
6	50,938	51,589	52,239	53,541	54,192	54,843	55,494
7	52,537	53,188	53,838	55,140	55,791	56,442	57,093
8	54,135	54,786	55,436	56,738	57,390	58,041	58,692
9	55,977	56,628	57,278	58,580	59,231	59,882	60,533
10	57,818	58,469	59,119	60,421	61,072	61,723	62,374
11	60,041	60,692	61,343	62,645	63,296	63,947	64,598
12	62,264	62,915	63,567	64,869	65,520	66,170	66,821
13	65,201	65,852	66,502	67,804	68,455	69,106	69,758
14	67,681	68,331	68,982	70,285	70,936	71,587	72,238
15	70,161	70,812	71,463	72,765	73,416	74,067	74,718
16	72,437	73,089	73,740	75,041	75,692	76,343	76,994
17	75,705	76,356	77,007	78,309	78,960	79,612	80,263
18	79,972	81,123	81,275	82,576	83,227	83,878	84,529
OG	84,447		85,750	87,051			

No one moves to "OG" position

SCHEDULE A-1

2013-2014

Professional Staff

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	45,937	46,589	47,240	48,541	49,192	49,843	50,494
2	46,638	47,290	47,941	49,243	49,894	50,544	51,195
3	47,223	47,874	48,525	49,827	50,478	51,130	51,781
4	48,743	49,393	50,044	51,346	51,997	52,649	53,300
5	49,676	50,328	50,979	52,281	52,932	53,582	54,233
6	50,938	51,589	52,239	53,541	54,192	54,843	55,494
7	52,537	53,188	53,838	55,140	55,791	56,442	57,093
8	54,135	54,786	55,436	56,738	57,390	58,041	58,692
9	55,977	56,628	57,278	58,580	59,231	59,882	60,533
10	57,818	58,469	59,119	60,421	61,072	61,723	62,374
11	60,041	60,692	61,343	62,645	63,296	63,947	64,598
12	62,264	62,915	63,567	64,869	65,520	66,170	66,821
13	65,201	65,852	66,502	67,804	68,455	69,106	69,758
14	67,681	68,331	68,982	70,285	70,936	71,587	72,238
15	70,161	70,812	71,463	72,765	73,416	74,067	74,718
16	72,437	73,089	73,740	75,041	75,692	76,343	76,994
17	75,705	76,356	77,007	78,309	78,960	79,612	80,263
18	80,472	81,123	81,775	83,076	83,727	84,378	85,029
OG	84,947		86,250	87,551			

No one moves to "OG" position

SCHEDULE A-1

2014-2015

Professional Staff

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	45,937	46,589	47,240	48,541	49,192	49,843	50,494
2	46,638	47,290	47,941	49,243	49,894	50,544	51,195
3	47,223	47,874	48,525	49,827	50,478	51,130	51,781
4	48,743	49,393	50,044	51,346	51,997	52,649	53,300
5	49,676	50,328	50,979	52,281	52,932	53,582	54,233
6	50,938	51,589	52,239	53,541	54,192	54,843	55,494
7	52,537	53,188	53,838	55,140	55,791	56,442	57,093
8	54,135	54,786	55,436	56,738	57,390	58,041	58,692
9	55,977	56,628	57,278	58,580	59,231	59,882	60,533
10	57,818	58,469	59,119	60,421	61,072	61,723	62,374
11	60,041	60,692	61,343	62,645	63,296	63,947	64,598
12	62,264	62,915	63,567	64,869	65,520	66,170	66,821
13	65,201	65,852	66,502	67,804	68,455	69,106	69,758
14	67,681	68,331	68,982	70,285	70,936	71,587	72,238
15	70,161	70,812	71,463	72,765	73,416	74,067	74,718
16	72,437	73,089	73,740	75,041	75,692	76,343	76,994
17	75,705	76,356	77,007	78,309	78,960	79,612	80,263
18	80,972	81,623	82,275	83,576	84,227	84,878	85,529
OG	85,447		86,750	88,051			

No one moves to "OG" position

SCHEDULE A-2
Paraprofessional

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	20,000	20,000	20,000
2	20,500	20,500	20,500
3	21,000	21,000	21,000
4	21,500	21,500	21,500
5	22,000	22,500	23,000

No one shall advance a step on the guide in 2012-13.

SCHEDULE A-3
Custodians

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	29,467	29,467	29,467
2	29,869	29,869	29,869
3	30,272	30,272	30,272
4	30,674	30,674	30,674
5	31,077	31,077	31,077
6	31,484	31,484	31,484
7	32,394	32,394	32,394
8	32,752	32,752	32,752
9	33,147	33,147	33,147
10	34,019	34,019	34,019
11	36,223	36,223	36,223
12	39,430	40,230	41,030

SCHEDULE A-4
Maintenance

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
	40,965	41,965	42,965
	40,965	41,965	42,965
	40,965	41,965	42,965
	42,053	43,053	44,053
	40,965	41,965	42,965

SCHEDULE A-5

Cook

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	14.00	14.50	15.00
2	15.00	15.50	16.00
3	16.00	16.50	17.00
4	17.00	17.50	18.00
5	18.00	18.50	19.00

Assistant Cook

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	13.00	13.50	14.00
2	14.00	14.50	15.00
3	15.00	15.50	16.00
4	16.00	16.50	17.00
5	17.00	17.50	18.00

General Worker

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	12.00	12.30	12.60
2	13.00	13.30	13.60
3	14.00	14.30	14.60
4	15.00	15.30	15.60
5	16.00	16.30	16.60

**No one shall advance a step on the guide in 2013-14.
No one shall advance a step on the guide in 2014-15.**

SCHEDULE A-6
Secretarial

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	32,500	32,500	32,500
2	33,000	33,000	33,000
3	34,000	34,000	34,000
4	34,999	34,999	34,999
5	36,000	36,000	36,000
6	37,000	37,000	37,000
7	38,000	38,000	38,000
8	39,000	39,000	39,000
9	41,000	41,000	41,000
10	43,000	43,000	43,000
11	44,999	45,499	45,999

No one shall advance a step on the guide in 2012-13.

SCHEDULE A-7

Bus Driver

Drive Rate

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Hired after 7/1/10	20.08	20.54	21.01
Hired between 7/1/07 - 6/30/10	22.62	23.13	23.66
Hired prior to 7/1/07	24.66	25.23	25.80

Bus Driver

Sit-Time

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Hired after 7/1/10	15.06	15.41	15.76
Hired between 7/1/07 - 6/30/10	16.97	17.35	17.75
Hired prior to 7/1/07	18.50	18.92	19.35

Sit-time is equivalent to 75% of the respective drive rate.

	<u>Bus Aide Trip Rate</u>		
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	11.52	11.52	11.52
2	12.54	12.54	12.54
3	13.56	13.56	13.56
4	14.59	14.59	14.59
5	15.61	15.61	15.61
6	16.63	16.63	16.63
7	17.66	17.66	17.66
8	18.68	18.68	18.68

No one shall advance a step on the guide in 2012-13.

	<u>Bus Aide Sit-Time</u>		
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
1	6.91	6.91	6.91
2	7.94	7.94	7.94
3	8.96	8.96	8.96
4	9.98	9.98	9.98
5	10.91	10.91	10.91
6	11.94	11.94	11.94
7	12.96	12.96	12.96
8	13.98	13.98	13.98

No one shall advance a step on the guide in 2012-13.

Schedule B - Athletics							
<i>Athletic stipends to take effect July 1, 2013 through June 30, 2015.</i>							
Class I Athletics							
Criteria: Athletic teams with the longest season (16 weeks/6 days a week); Generates the highest revenue; has large roster.							
Position	Stipend		Teams: Football				
Head Coach	\$ 8,500						
Assistant Coach	\$ 5,525						
Video Taper	\$ 2,400						
Class II Athletics							
Criteria: Athletic teams that have standard season (13 week season /6 days a week); Generates revenue.							
Position	Stipend		Teams: Basketball, Wrestling				
Head Coach	\$ 7,000						
Assistant Coach	\$ 4,550						
Middle School Coach	\$ 2,500						
Class III Athletics							
Criteria: Athletic teams that have standard season (13 week season /6 days a week); do not generate revenue; sorted by stipend.							
Position	Stipend		Teams: Baseball, Softball, Boys Track, Girls Track				
Head Coach	\$ 6,300						
Assistant Coach	\$ 4,095						
Middle School Coach	\$ 2,500						
Middle School Coach (Extra)	\$ 1,625						

Class IV Athletics							
Criteria: Athletic teams that have standard season (13 week season /6 days a week); do not generate revenue; sorted by stipend.							
				Teams: Boys Tennis, Girls Tennis, Boys Indoor (Winter) Track, Girls Indoor (Winter) Track, Bowling, Field Hockey, Boys Soccer, Girls Soccer, Boys Volleyball, Girls Volleyball, Golf, Boys Cross Country, Girls Cross Country, Boys Swimming, Girls Swimming, Boys Lacrosse, Girls Lacrosse			
Position	Stipend						
Head Coach	\$ 5,750						
Assistant Coach	\$ 3,725						
Assistant Coach (P/T)	\$ 1,870						
Middle School Coach	\$ 2,500						
Middle School Coach (Extra)	\$ 1,625						
Class V Athletics							
Criteria: Athletic teams that have standard 13 week season (5-6 days a week); do not generate revenue; sorted by stipend.							
				Teams: Diving, Fall Cheerleading, Winter Cheerleading			
Position	Stipend						
Head Coach	\$ 3,000						
Assistant Coach	\$ 1,950						
Class VI Athletics							
Criteria: Miscellaneous athletic support/activity stipends by season.							
				Teams: Miscellaneous			
Position	Stipend						
Weight Room Monitor (F, W, S)	\$ 1,300						
Athletic Aide (F, S)	\$ 2,750						
Athletic Aide (W)	\$ 3,300						
Class VII Athletics							
Criteria: Wellness activities not regulated by NJSIAA.							
				Teams: Middle School and/or High School Intramurals			
Position	Stipend						
Intramural Director	\$ 1,126						
Intramural Coach	\$ 562						

Schedule B - Activities			
<i>Activity stipends to take effect July 1, 2013 through June 30, 2015.</i>			
When two people share a Schedule B position they will each be paid 60% of the contractual stipend.			
Class A Student Centered Clubs			
Criteria: Clubs; Meet minimum twelve times annually and appeal to student interests and/or celebrate student achievement.			
Position	Stipend	Position	Stipend
High School Club Advisors	\$ 928	Middle School Club Advisors	\$ 928
Class B Student Centered Activities			
Criteria: Activities that require more staff coordination, planning and usually occur over a long period or produce a product/showcase.			
Position	Stipend	Position	Stipend
Interact Advisor	\$ 844	Drill Design Instructor	\$ 1,967
Grade Advisor (9th)	\$ 844	Stage Band/Jazz Ensemble	\$ 2,038
NHS	\$ 928	Student Council	\$ 2,072
Summer Theater Assistant	\$ 928	Mock Trial Advisor	\$ 2,124
KMS News	\$ 976	Newspaper Advisor	\$ 2,159
Grade Advisor (10th)	\$ 1,013	Choral Director	\$ 2,229
MS Student Council	\$ 1,031	Academic Team	\$ 2,701
MS Musical Director	\$ 1,350	After School Hall Monitor (F/S)	\$ 2,732
MS Play Director	\$ 1,350	Musical Director	\$ 2,788
Newspaper Assistant	\$ 1,389	Play Director	\$ 2,788
Stage Crew Director	\$ 1,673	Summer Theater Play Director	\$ 2,788
Steppers	\$ 1,688	After School Hall Monitor (W)	\$ 3,279
Grade Advisor (11th)	\$ 1,688	Yearbook Assistant	\$ 3,805
MS Yearbook	\$ 1,688	Marching Band Assistant	\$ 4,097
Musical Director Assistant	\$ 1,811	Yearbook Advisor	\$ 5,853
Play Director Assistant	\$ 1,811	Marching Band Director	\$ 6,303
Grade Advisor (12th)	\$ 1,823		

Class C Administrative Activity			
Criteria: Stipends paid in large part for activities that have a functional or administrative purpose.			
Position	Stipend	Position	Stipend
District		Activity Coordinators	
Equity Committee Facilitator	\$ 515	MS Activity Coordinator	\$ 1,688
District Graphic Designer	\$ 1,688	HS Activity Coordinator	\$ 2,025
MS Departmental and Team Leaders		HS Departmental (Area) Leaders	
Literacy/Interdisciplinary	\$ 1,688	Health/P.E.	\$ 1,688
Business/Technical Arts/For. Lang.	\$ 1,688	Science	\$ 1,688
English	\$ 1,688	Social Studies	\$ 1,688
Health/P.E.	\$ 1,688	Literacy/Interdisciplinary	\$ 2,025
Mathematics	\$ 1,688	Business/Technical Arts/For. Lang.	\$ 2,025
Music/Art/Consumer Sci.	\$ 1,688	English	\$ 2,025
Science	\$ 1,688	Mathematics	\$ 2,025
Social Studies	\$ 1,688	Music/Art/Consumer Sci.	\$ 2,025
Special Education	\$ 1,688	Special Education	\$ 2,025
Team Assignment (Level 1)	\$ 1,688		
Team Assignment (Level 2)	\$ 2,025		

Class D Hourly Rates			
Criteria: Various positions paid at an hourly rate.			
Position	Stipend	Position	Stipend
Instructional Hourly Rates		Supervisory Rates	
At-Risk Tutoring Coordinator	\$ 35.09	SHS After School Detention Monitor	\$ 26.90
Curriculum Work	\$ 35.09	Extra Curricular Supervision	\$ 26.90
HSPT Outside Reg. School Day	\$ 35.09		
ESL Outside Reg. School Day	\$ 35.09	Paraprofessionals	
Homework Clinic	\$ 35.09	Paraprofessional Rate	\$ 15.86
After School Library	\$ 35.09		
SAT Prep.	\$ 35.09	Athletic Event Rates	
SRA	\$ 35.09	Staff/Event Workers	\$ 14.00
Summer Work	\$ 35.09	Athletic Ticket Event Coordinator	\$ 20.00
Home Instruction	\$ 35.09		
Lighting Technician	\$ 35.09		
Night Time Scheduling	\$ 35.09		
Enrichment (MS)	\$ 35.09		