

## PREAMBLE

This agreement entered into the 15th day of March 2006, by and between the Board of Education Plumsted Township the Town of New Egypt, New Jersey, hereinafter called the "Board" and the Plumsted Township Education Association, hereinafter called the "Association".

## ARTICLE I

### RECOGNITION

The Board hereby recognizes the Association as the majority representative for the professional negotiations concerning the terms and conditions of employment for all certificated personnel of the Plumsted Township School District including: all certificated classroom teachers; including but not limited to music instructors, physical education instructors, nurses, L.D.T.C., Social Worker, psychologist, speech therapist, art teacher, Librarian, reading specialist and guidance counselor; excluding: all certificated and non-certificated executive and administrative personnel, Principal, Vice Principal, secretarial and clerical employees, cafeteria and custodial employees, substitute teachers, instructional and non-instructional aides, and all other employees not specifically included.

## ARTICLE II

### NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over successor agreement in accordance with Chapter 123, Public Laws of 1974 in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. The Parties agree that, provided the Association is still the majority representative, the Board and the Association shall commence negotiations no later than December 1 of the year in which this Agreement expires. This date may be changed by mutual agreement. When the agreement is reached on the terms and conditions of employment as described above, it shall be embodied in writing, signed by the authorized representatives of the Board and the Association, and it shall apply to all persons covered in Article I.
- B. During negotiations, the Board and the Association may present relevant data, Exchange points of view, and make counter proposals.
- C. Both parties pledge that their representatives shall be endowed with all necessary power and authority to make and consider proposals in the course of negotiations. It is understood that final ratification of all items contained within the tentatively agreed upon contract must then be ratified by a majority of the teachers represented by the negotiators of the Association at a legally constituted meeting, and by a majority of the Board while in session at a legally constituted meeting.
- D. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed and mutually agreed by both parties.

## ARTICLE III

### TEACHER RIGHTS

- A. Pursuant to Chapter 123, Public Laws 1974 the Board hereby agrees that every employee of the Board shall have the right freely to organize and engage in collective negotiations. As a duly selective body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Law 1974 or the other laws of New Jersey or the constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, collective negotiations with the Board or his/her institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect of any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he/she may have under New Jersey School Laws or Chapter 123, Public Laws 1974.
- C. Whenever any teacher is required to appear before the Board, a supervisor, administrator or any committee, Board Solicitor, or member thereof, concerning any matter which the teacher believes may adversely affect the continuation of that teacher in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- D. Any question or criticism by a supervisor, administrator or Board member of a teacher and/or his/her instructional methodology shall be made in confidence and not in the presence of students, parents, or other public gatherings.
- E. Pursuant to N.J.S.A. 18A:38-3, should the Plumsted Township Board of Education approve the child(ren) of a nonresident staff member to attend the K-12 program within the district, said child(ren) may attend tuition free. However, should the cost of the education of said child(ren) exceed the regular cost of education for a student within the district, the staff member shall be required to pay the difference between the regular cost of education and the actual cost of educating his/her child(ren). It is understood that the initial decision of the Board of Education with regard to the approval of the attendance of a nonresident student is reserved to the Board and is not subject to the grievance procedure contained herein.

## ARTICLE IV

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The administration will furnish the Association president copies of the Board of Education minutes and annual audit after their approval at a regular Board meeting. All other available public information including census data, names, addresses and listed telephone numbers are

available upon response to request. The Board shall provide existing data necessary for the Association to process any grievance or complaint.

- A.1 The association president shall be exempt from all lunch and bus duties, newspaper articles, hall bulletin boards, showcases, and committee meetings during his or her term of office. In addition, the president may have two (2) unassigned periods per week to conduct PTEA association business. In the event that a staff member requests the assistance of the president at a personnel meeting, the president will receive coverage for his/her duties to attend the meeting.
- A.2 If the association president is a high school teacher, the foregoing unassigned period shall be limited to the period of time after the end of the student school day.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations or grievance proceedings or to represent a member, he/she shall suffer no loss in pay.
- C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Provided further that said representatives shall indicate his/her presence at the main office.
- D. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings and he/she shall grant such permission provided there is no conflict with a previously scheduled meeting or normal school activities.
- E. The Association shall have the privilege of using school facilities for Association business only. This shall include duplicating equipment and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, provided the person has been previously approved by the administration to use said equipment.
- F. The Association shall have the exclusive use of a bulletin board in each faculty lounge.
- G. The Association shall have the right to use the school mailboxes as it deems necessary and without approval of building principals or other members of the administration. All Association communications deposited in the school mailboxes shall be considered privileged. Neither the Board nor the Administration assumes any responsibility for the distribution or comments of Association communications. The Association agrees to hold the Board harmless with regard to adverse reactions to any materials it distributes under this article.
- H. The rights and privileges of the Association and its representatives as set forth in this agreement shall be granted only to the Association in its capacity as the exclusive representative of the teachers and to no other organization. The Board shall make available a lounge and/or work study room for the teachers.

- I. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- J. The parties agree that in lieu of payment of a per unit amount for items sold from the vending machines in the faculty rooms in all schools, the Board shall pay to the Association a quarterly amount of ONE HUNDRED TWENTY FIVE DOLLARS (\$125.00) on September 30, December 31, March 31 and June 30.

## ARTICLE V

### SCHOOL YEAR

- A. The school year for teaching staff members shall be one-hundred eighty-three (183) days.
- B.1 The school year for Child Study Team members and the High School Guidance Counselors shall be 183 days. In addition, the LDTC's may work up to a combined 20 additional days. Five of those days will be scheduled by the Director of Special Services. The remaining fifteen days will be mutually agreed upon by the LDTC's and the Director. If dates are not able to be agreed to, the Superintendent will decide these dates. School Psychologists may also work up to a combined 20 additional days. Five of those days will be scheduled by the Director of Special Services. The remaining fifteen days will be mutually agreed upon by the School Psychologists and the Director. If dates are not able to be agreed to, the Superintendent will decide these dates. The Social Worker(s) may work up to a combined ten additional days. Five of these days will be scheduled by the Director of Special Services. The remaining five days will be mutually agreed upon by the Social Worker(s) and the Director. If dates are not able to be agreed to, the Superintendent will decide these dates. The Director shall consider the nature of the work to be done and staff needs when determining the members of the team that will work the additional days.

At the time of annual reviews Special Education Teachers will receive time to complete relevant IEP sections.

The High School Guidance Counselors may each work an additional 25 days. The days to be worked will be mutually agreed upon by the High School Guidance Counselors and the High School Principal. If dates are not able to be agreed to, the Superintendent will decide these dates.

- B.2 Payment of above days will only be made if individual is in attendance in the district.
- B.3 Child Study Team personnel and high school guidance counselor who are required to work additional days (as outlined above) shall be compensated at the rate of 1/183 of their annual salary (BA+ educational bonus+ longevity) for each day worked.

- C. Due to the unique nature of the responsibilities of the High School Athletic Trainer, he/she will work for 1,396.9 hours from July 1 through June 30 (calculated at 183 days x 7 hours and 38 minutes).

Any time worked beyond the 1,396.9 hours shall be paid at the non-instructional rate except for work performed as the Middle School Athletic Trainer as indicated below.

Responsibilities performed as Middle School Athletic Trainer shall be paid as a stipend as indicated in Article XXI, section E, which the High School Athletic Trainer shall be eligible to apply.

- D. By March 15 of each school year, an Association committee shall make recommendations to the Board for the school calendar for the next school year.

## ARTICLE VI

### TEACHING HOURS AND TEACHING LOAD

- A. Staff members shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty “sign-in” roster.
- B.1. The in school work day for primary, elementary and middle school teachers shall consist of not more than seven (7) hours and twenty (20) minutes, including lunchtime of one hundred eighty (180) minutes per full five (5) day week. Each teaching staff member shall have three (3) forty (40) minute duty free lunch periods and two (2) thirty (30) minute duty free periods with consecutive ten (10) minute lunch, recess or study hall duty periods.
- B.2. Primary, elementary and middle school teaching staff members shall have forty minutes per day allocated between prior to the start of the student day and after the end of the student day as determined by the building principal.
- B.3. The total in school work day for high school staff members shall consist of not more than seven (7) hours and thirty-eight (38) minutes, four (4) days per week and seven (7) hours one (1) day per week (Friday) including a duty free lunchtime of thirty (30) minutes per day (one hundred fifty (150) minutes per full five (5) day week).
- B.4. High school teachers shall have fifty three (53) minutes allocated between prior to the start of the student day and after the end of the student day, four (4) days per week and fifteen (15) minutes allocated between prior to the start of the student day and after the end of the student day, one (1) day per week (Friday) as determined by the building principal.
- C.1. Child Study Team members shall follow the schedule of the school to which they are assigned. If assigned to the primary, elementary or middle school, CST members will have a 40-minute duty free lunch. If assigned to the high school, CST members will have a one-hour duty free lunch. CST members will not have any lunch duties.

- C.2. The total in-school work day for primary, elementary and middle school guidance counselors shall consist of not more than seven (7) hours and twenty (20) minutes including a lunch of 200 minutes per full five (5) day week. Guidance personnel shall have a forty (40) minute duty free lunch period on a daily basis.
- C.3. The total in-school work day for high school guidance personnel shall not exceed seven (7) hours and thirty-eight (38) minutes, four (4) days and seven (7) hours, one (1) day (Friday). High school guidance personnel shall have a daily duty free lunch of forty (40) minutes.
- C.4. High school guidance personnel may be required, on up to two (2) occasions per month, to work a school day of 12:30 p.m. to 8:08 p.m. The purpose of this shift of schedule shall be to provide extended hours for assignments as determined by the administration. The high school principal shall provide the guidance staff with one (1) month's advance notice of the need for such evening assignments.
- C.5. Guidance personnel will have no lunch duty.
- C.6. The transfer of Guidance Counselors to the high school will be done on a voluntary basis.
- C.7. The Middle School Media Specialist will work a 9:30 a.m. - 4:30 p.m. schedule three (3) days per week. The High School Media Specialist will work a 8:30 a.m. – 4:00 p.m. schedule one time per week.
- C.8. New teaching staff may be required to report up to an additional two (2) days for the first two (2) years with compensation paid in accordance with Article 19-H prior to the start of the school year. The designation of the days and training activities will be determined by the administration.
- C.9. Half time employees shall be required to participate in up to seven (7) staff development activities to be determined by the superintendent. Participation in staff development activities shall be compensated at the non-instructional rate as per the negotiated contract if the activity runs beyond the half time employee's work day. Half time employees shall be entitled to lunch during the employee's workday if such workday exceeds four (4) hours. Each two (2) hours work shall include ten minutes of prep time. The starting time for half time employees shall be determined by the administration. Half time employees, who are rehired for a subsequent school year, shall be advised of their work schedule for the upcoming school year by July 6.
- C.10. Employees must work a minimum of thirty (30) hours per week to be entitled to health benefits paid for by the Board of Education pursuant to Article XIII.
- C.11. On in-service or other early dismissal days, lunch will be forty-five (45) minutes.
- D. On days with two (2) hour delayed openings, teaching staff members (excluding Child Study Team members and guidance personnel) who miss preparation time will receive a fifteen (15) minute break.

- E. All staff members will notify the main office when leaving the building. Teaching staff members may leave the building without requesting permission during their scheduled duty-free lunch periods.
- F.1. On the day immediately preceding the Thanksgiving, Winter and Spring Breaks, school shall be in session for four (4) hours and ten (10) minutes at the High School, four (4) hours and five (5) minutes at the Middle School and four (4) hours at the Elementary School. School will not be in session on Good Friday for staff or students.
- F.2. On the last two (2) days of school, classes shall be in session for a maximum of four (4) hours ten (10) minutes. In addition, classes will be in session for a maximum of four (4) hours ten (10) minutes maximum for one (1) day, no more than seven (7) and no less than five (5) school days before the last regularly scheduled student day. The last teacher day shall not exceed four (4) hours ten (10) minutes in duration.
- G. When a specialist is in the classroom, this time shall be considered preparation time for the regular classroom teacher. Teachers recognize that such preparation time should be used for planning and preparing lessons, having conference with staff and/or parents, providing extra help to students or for other similar educational activities. Any teacher who loses preparation time for substituting on a non-instructional basis shall be compensated at the non-instructional rate (see Article XXI). Any teacher required to teach while substituting shall be compensated at the instructional rate (see Article XXI).
- H.1. Each teaching staff member shall be required to attend without additional compensation, at the request of the Superintendent, school related evening activities, meetings, or conferences. Such activities, meetings and conferences shall not exceed four (4) in number during the school year. The administration shall provide at least two (2) weeks notice of all requests.
- H.2. Each Child Study Team member and high school guidance counselor shall be required to attend without additional compensation, at the request of the Superintendent, four (4) school related evening activities, meetings, or conferences. Additional activities, meetings and conferences, to a total of one (1) in number during the school year, may be required. Child Study Team members shall be compensated at the instructional rate (see Appendix XXI) for two (2) and one-half (1/2) hours required attendance at each activity, meeting or conference beyond the initial four (4). The administration shall provide at least two (2) weeks notice of all requests.

#### I. Preparation Time Considerations

1. Preparation time is not to be considered for Child Study Team members.
2. Preparation time is not to be considered for guidance personnel.
- 3.a All primary, elementary and middle school teachers will be allotted five (5) preparation periods [two hundred (200) minutes], per five (5) day week. Early dismissal and delayed openings will reduce the number of preparation periods accordingly.
- 3.b All high school teachers will be allotted five (5) preparations periods (three hundred seventy-five (375) minutes) per five (5) day week.
4. Middle School teachers only may be assigned up to five (5) team planning periods [two hundred (200) minutes], per five (5) day week, during which time an administrator may

be present. Early dismissal and delayed openings will reduce the number of team planning periods accordingly.

- J. Teachers who are required to work in more than one (1) building during the school day shall be given travel time. A minimum of fifteen (15) minutes will be given. Any teacher who travels by car will receive mileage payment as per the IRS rate.
- K. High school teachers will have two (2) ½ days, one (1) ½ day at the end of the 1<sup>st</sup> semester, one ½ day at the end of the 2<sup>nd</sup> semester, with no students or in-service meetings to correct exams.
- L. Primary, elementary, and middle school teachers will receive one half day at the end of the second and third marking periods to complete grades and report cards.

## ARTICLE VII TEACHER EMPLOYMENT

- A. Except in the event of an emergency, regular classroom teachers shall not be required to fulfill the role of a substitute. An emergency shall include the sudden illness of a teacher or similar situations, which preclude a teacher from giving sufficient notice to the Administration to provide a substitute. The Board will make every reasonable effort to provide substitutes for all full-time certified personnel including special teachers and nurses.
- B. In order to be considered for an annual increment, a teacher must have been approved by the Board of Education for employment prior to February 1<sup>st</sup>. Teachers employed for more than ninety (90) days receive credit for the increment.

## ARTICLE VIII SALARIES AND DEDUCTIONS

- A. The salaries of all teachers by this agreement are set forth in Schedule “A”, “B” and “C” which is attached hereto and made a part hereof.
- B.1. Teachers employed on a ten (10) month basis shall be paid every two (2) weeks. The actual payday will be started on the second Friday worked in September.
- B.2. Teachers may individually elect to have deductions made from their salary for the purpose of depositing in their credit union.
- B.3. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
- B.4. Teachers shall receive their final checks on the last working day in June. Payment for work performed in July or August will be made not later than the next month’s payroll.



- B.5. Teachers shall receive their paychecks no later than the beginning of the first lunch period provided paychecks are in the building at the time.
- C.1. The Board agrees to deduct from the salaries of its teachers dues for the Association, the Ocean County Education Association, the New Jersey Education Association, and the National Education Association. Such deductions shall be made in compliance with Chapter 310, Public Laws 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education.
- C.2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association, which shall change the rate of its membership dues, shall give the Board written notice prior to the effective date of such change.
- C.3. The filing of notice of the teacher's withdrawal shall be governed by the laws of the State of New Jersey.
- D. Teachers shall have the right to have deductions made from their salaries upon written authorization for deposit in their account through Mon-Oc Federal Credit Union, Approved Tax Sheltered Program, and/or Federal Payroll Savings Plan. Deductions shall be transmitted within five (5) days of the payday.

## ARTICLE IX

### TEACHER ASSIGNMENT

- A. All Pre K-8 teachers shall be given written notice of their grade level and subject assignments, 9-12 High School Teachers will be given notification of subject assignments for the forth-coming year not later than May 30<sup>th</sup> of each school year. No later than May 7<sup>th</sup>, the Superintendent shall deliver to the Association and post in the school building a list of known vacancies, which shall occur during the following year. Teachers who desire a change in grade and/or subject area may file a written statement of such desire with the superintendent no later than May 15<sup>th</sup>. In the event that changes in grade level or subject assignments, are proposed after school dismisses for summer vacation, any teacher affected shall be notified within one (1) week of the making of such decisions.
- B. Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the rate set by the IRS for employee mileage rate in form 2106.
- C. All openings for positions in summer school, home tutoring and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized by the Superintendent to the entire staff.
- D. Changes in staff classroom assignment, requiring teacher relocation of the contents of their room, outside the school year, will be compensated at a rate of one hundred dollars (\$100.00) per day. The administration shall determine the number of days and the assignment of said days.

## ARTICLE X

### TEACHER EVALUATION

- A.1. All monitoring, observation or evaluations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.
- A.2. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
- A.3. After an observation, the teaching staff member and the evaluator shall meet to discuss what was observed. Following the observation conference, the teaching staff member will receive a copy of the written evaluation/observation report. The teaching staff member shall sign the evaluation/observation report to indicate receipt of said document. No such report shall be submitted, to the Central Office, placed in the teacher's file, or otherwise acted upon without the teacher having the opportunity to read and sign the document. The employee's signature on the document does not necessarily indicate agreement with the contents thereof. No teacher shall be required to sign a blank or incomplete evaluation/observation form.
- A.4.a. Every non-tenure teacher shall be evaluated at least three times per school year, prior to April 30<sup>th</sup>. For those non-tenure staff hired after the start of the school year, observations and evaluations will be prorated in number.
- A.4.b. Each non-tenure teacher, in addition to a minimum of three classroom observations, shall have one over all evaluation of their total performance. Such over all evaluation shall take place prior to April 30<sup>th</sup> and after the three classroom observations.
- A.4.c. All evaluations of classroom and non-classroom staff will be on a form reviewed by the Association and Administration and approved by the Board of Education.
- A.5. Evaluation reports shall include:
  - a. Strengths and/or weaknesses of the teacher as evidenced during the period since the previous report.
  - b. Specific suggestions as to measures, which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
- A.6. All teachers must have full written knowledge of any and all deficiencies in their employment performance prior to any over-all evaluation.
- B.1. A teacher shall have the right, upon request, to review the contents of his/her personal file. A teacher shall be entitled to have a representative of the Association accompany him/her during such review.

- B.2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personal file unless the teacher has had an opportunity to review the materials. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with contents thereof. The teacher shall have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. Any such action shall be subject to the grievance procedure.
- B.3. A written communication, made by a parent, student or a Board of Education member, concerning the actions of a teacher, shall be forwarded to the teacher with a request for a written reply within ten (10) days. The teacher's reply shall be sent to the principal and a copy to the superintendent. If requested by the teacher, student, parent, or principal, the superintendent may hold an informal meeting to discuss the issues.

## ARTICLE XI

### TEACHER ABSENTEEISM

The Board shall grant child rearing leave without pay to any teacher upon request subject to the following stipulations and limitations.

#### A. Disability Leaves

1. A teacher who anticipates a disability shall notify the principal in writing of the anticipated commencement of the disability as soon as the employee knows of it.
  - a. In the case of pregnancy, the teacher shall inform the principal of the anticipated delivery date.
  - b. No later than 90 days prior to the anticipated delivery date, the teacher shall request either a leave of absence while she is disabled, for which accumulated sick leave may be utilized, or an unpaid leave of absence for childcare as provided for below.
2. The Board reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity. When this occurs, a teacher who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on an unpaid leave shall not be counted for accrual of any benefits.
3. The Board shall grant voluntary unpaid leaves of absence for the purpose of childcare of an infant who fulfill the requirements set out below. It is understood that entitlements under the New Jersey Family Leave Act and/or the Federal Family and Medical Leave Act are included within the leaves allowed under this article.

4. Childcare leaves are available only to tenured teachers.
5. Such leaves of absence may begin at anytime at the request of the teacher and the approval of the Board of Education. Any teacher currently on child leave shall be bound by the rules governing child care leaves that were in effect at the time their child care leave commenced.
6. To avoid unnecessary interruptions in instruction, all child care leaves shall be completed on the first September 1, or second September 1, following the leave. The Board of Education will extend such leaves to allow for a September 1 start.
7. A teacher desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated delivery date of the infant. In the case of an adoption, notice shall be given to the Superintendent when application is made. In case of adoption, application shall be made for specific leave period as soon as the teacher is informed of the custody date.
4. To be eligible for a salary increment and credit toward longevity payments, a teacher must work at least ninety days in the school year that the leave commences or terminates
5. A teacher on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required.
6. A non-tenure teacher shall not be entitled to a leave of absence for maternity beyond the end of the contract school year in which the leave is obtained.

B. Sick Leave

In the case of absence from school on account of personal illness, a teacher shall be allowed pay for ten (10) school days absence during the school year. If a teacher requires in any school year less than this specified number of days of sick leave with pay allowed, such leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years. A teacher absent for (3) or more consecutive days of alleged illness may be required to present to the Superintendent a certificate of illness signed by a licensed physician.

C. Bereavement Leave

For bereavement purposes, up to five (5) school days within a two (2) week period, commencing with the event of death of a member of the immediate family, shall be allowed without loss of pay. The term "immediate family" shall be understood to include only the following: grandfather, grandmother, father, father-in-law, mother, mother-in-law, husband, wife, child, brother, brother-in-law, sister, sister-in-law. For bereavement purposes, up to three (3) school days within a two (2) week period, commencing with the event of death of an immediate family step relative, shall be allowed without loss of pay. The term "immediate family step relative" shall be understood to include only the following: stepfather, stepmother, step father-in-law, step mother-in-law, step-child. One bereavement

day shall be allowed for an aunt, uncle, niece or nephew. Extenuating circumstances regarding other individuals may be considered by the Superintendent on a case-by-case basis. The Superintendent's decision in each individual case shall be final and not subject to the grievance procedure contained herein. An allowance of one (1) day per year with deduction of substitute's pay only will be made in case of the death of a relative not heretofore mentioned. Bereavement days will be taken during the employee's work year.

- D. Teachers absent for any reason not heretofore specified shall be deducted at a per diem rate of 1/200 of the annual contractual salary.
- E. Teachers absent from school by reason of quarantine by the Board of Health shall not suffer deduction in pay because of such action.
- F. If any teacher shall have made a false statement regarding absence, such statement shall be considered as an act of insubordination. The Board of Education may, upon presentation of evidence, suspend these absence privileges, which are above the minimum mandated by law for such act of insubordination for the remainder of the school year.
- G. Personal Leave
  - 1. Permission for personal business absence will be granted with no loss of pay for three (3) days per year at the discretion of the principal and with the permission of the Superintendent, provided application is made in writing.
  - 2. Requests for leave must be made three (3) days prior to the date requested off, except in the case of emergency.
  - 3. Where possible, every effort should be made by the employee to conduct personal affairs outside school hours so that the interruption to the continuity of education a student receives will be at a minimum.
  - 4. Personal leave will not be granted immediately preceding or following a holiday, except in cases of emergency and with the permission of the Superintendent.
  - 5. Unused personal leave shall accumulate as sick leave.
  - 6. At the end of the school year, each staff member who hasn't used any sick days will receive the additional specified compensation:

Compensation \$300.00

At the end of the school year, each staff member who hasn't used any personal and sick days will receive the additional specified compensation:

Compensation \$100.00

At the end of the school year, each staff member who hasn't used any personal, sick and bereavement days will receive the additional specified compensation:

Compensation \$100.00

Eligibility for the provision of this article will include continuous employment for the school year starting February 1<sup>st</sup>.

- H. Teachers shall be given written accounting of accumulative sick leave days no later than September 30<sup>th</sup> of each school year. The number of sick leave days for each employee will be made available to any requesting employee, at any time during the school year, within twenty-four (24) hours.
- I. Accumulated Sick Leave Plan
- I.1 Any member in the Teacher Pension Annuity Fund with at least fifteen (15) years of service in the Plumsted Township School District and has accumulated at least twenty-five percent (25%) of his/her sick leave will be compensated based on the amount computed below. Anyone intending to avail him or herself of this plan must notify the Superintendent (18) months prior to retirement.  
If  $n > 15$  &  $d/10n > .25$  then  
Sick Leave (\$) =  $(75n - d) d/n$  where  
 $d$  = number of accumulated sick days  
 $n$  = number of years in the district
- I.2 Staff members who have experienced high absenteeism as the result of major illness or injury may reduce ( $n$ ) in the computation for one (1) to three (3) years, and adjust the number of accumulated sick days accordingly.
- J. In the event of the death of a staff member, who meets the criteria of the sick leave plan, payment shall be made to the estate of the deceased teacher for any available compensation that would have resulted from the accumulated sick leave plans.

## ARTICLE XII

### FAIR DISMISSAL PROCEDURE

- A. According to law, the Board shall give to each non-tenure teaching staff member continuously employed by it since the preceding September 30<sup>th</sup> either,
1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary as may be required by law or policies of the Board or
  2. A written notice that such employment will not be offered.
- B. Should the Board fail to give to any non-tenure teaching staff member either an offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, all within the time and in the manner provided by this act (Title 18A:27-11

L.1971, (c436), then said Board of Education shall be deemed to have offered to that teaching staff member continued employment for the next succeeding school year upon the same terms and conditions but with such increases in salary as may be required by law or policies of the Board.

- C. If the teaching staff member desires to accept such employment he/she shall notify the Board of such acceptance, in writing, on or before June 1<sup>st</sup>, in which event such employment shall continue as provided for herein. In the absence of such notice of acceptance the provisions of this article shall no longer be applicable.
- D. Upon written request a teacher shall be given reasons in writing for dismissal.

### ARTICLE XIII

#### INSURANCE PROTECTION

The Board shall provide the health care insurance protection designated below.

- A. The Board shall pay the full premium for each teacher and in cases when appropriate for family plan insurance coverage under the full New Jersey State Plan, or an equal to or better plan.
- B. The Plumsted Township Board of Education will provide a Dental Program equal to or better than the present dental plan, which includes a minimum of the following:
  - a. 100% reimbursement for Preventative Services with no deductible.
  - b. 80% Reimbursement for Basic Services after \$25.00 deductible per person.
  - c. 50% Reimbursement for Major Services after \$50.00 deductible per person.
- C. The Board of Education shall provide a co-pay prescription plan. The co-pay plan will be \$5.00 generic and \$10.00 brand.
- D. If plan allows and employee is eligible, payment in lieu of insurance protection will be made for employees who waive coverage as follows:
  - Medical - \$3,500
  - Dental - \$500
  - Prescription - \$1,000Waiver of medical coverage will require proof of medical coverage elsewhere.

ARTICLE XIV  
GRIEVANCE PROCEDURE

A. Definitions

A “grievance” is a complaint by which an employee or employees in the negotiating unit and his/her representatives may appeal the interpretation, application, or violations of policies, agreements and administrative decisions affecting them, except that the term “grievance” shall not apply to:

- a. Any matter for which a method of review is prescribed by law or which by law is exclusively within the discretion of the Board.
- b. Any rule or regulation of the State Department of Education or State Commissioner of Education having the force and effect of law.
- c. Any matter which according to law is beyond the scope of Board authority.

B. Principles

1. A grievance to be considered under this procedure shall be presented by the grievant not later than twenty (20) school days after occurrence of the grievance, or not later than twenty (20) days after the grievant should have been aware of the occurrence. The number of days allotted at each step of the grievance procedure is to be considered as a maximum time limit. Every attempt should be made to resolve grievances as quickly as possible.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is possible.
3. A grievant may present and process his or her grievance personally or through an appropriate representative. In either event, the grievant may be personally present at all steps of the grievance procedure. Should a grievant want to process his or her grievance personally or through an appropriate representative of his or her own choosing, he or she may do so; however, the majority unit shall be so notified and shall have the right to have its own representative present.
4. No reprisals shall be taken by the Board or the Administration against any participant because he utilizes the grievance procedure.
5. Should a grievance result from action taken by the Superintendent or the Board, a grievant may present his or her grievance initially at the second step of the grievance procedure.
6. The immediate supervisor designated in the grievance procedure is that person designated in the staff handbook.



C. Procedure

1. STEP ONE:

- a. A grievant may initially discuss the matter, identified as a grievance, with the immediate supervisor or such person acting as the immediate supervisor in the latter's absence with the written authorization of the Superintendent of Schools in an attempt to settle the grievance informally. This is not intended to extend the time set forth in Section B. sub-section 1.
- b. A grievant shall file his/her grievance in writing by presenting the written grievance to the immediate supervisor and forwarding copies to the Superintendent of Schools and the Grievance Committee.
- c. The grievant and the immediate supervisor or such person acting as the immediate supervisor in the latter's absence with the written authorization of the Superintendent of Schools shall meet in an attempt to resolve the grievance not later than five (5) school days following the date on which it is filed.
- d. The immediate supervisor or such person acting as the immediate supervisor in the latter's absence with the written authorization of the Superintendent of Schools, shall communicate his/her decision in writing to the grievant not later than five (5) school days following the hearing. A copy of the decision shall also be forwarded at the same time to the Superintendent and the Grievance Committee.

2. STEP TWO:

- a. If the grievance has not been resolved at Step One, the grievant and his/her representative may file the grievance in writing to the Superintendent. This shall be done not later than five (5) school days following the written decision of the immediate supervisor or such person acting as the immediate supervisor in the latter's absence with the written authorization of the Superintendent.
- b. The grievant and his/her representative and the Superintendent shall meet in attempt to resolve the grievance not later than five (5) school days following the date on which the grievance was filed with the Superintendent.
- c. The Superintendent shall communicate his/her decision in writing to the grievant not later than ten (10) school days after the meeting. A copy of the decision shall also be forwarded at the same time to the Grievance Committee.

3. STEP THREE:

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Step Two, or if the Superintendent has not communicated his/her decision in writing to the grievant as provided in Step Two, the grievant and his/her representative may request a hearing with the Board or its representative(s) which shall consist of one or more persons designated by the Board. The request shall clearly explain the grievance

and be made in writing not later than five (5) school days following the expiration of ten (10) school days provided in sub-section C of Step Two.

- b. The grievant and his/her representative and the Board or its representative shall meet in an attempt to resolve the grievance not later than ten (10) school days following the date on which the grievance was filed with the Board. The grievant may have three (3) representatives present when his/her grievance is reviewed by the Board or its representative.
- c. The Board shall communicate its decision in writing to the grievant not later than fifteen (15) school days following the meeting. A copy of the decision shall also be forwarded at the same time to the Superintendent and the Grievance Committee.

4. STEP FOUR:

- a. In the event the grievant is dissatisfied with the determination of the Board aforesaid, and in the further event that the grievance involves the interpretation or application of this contract, the matter may be submitted to arbitration. The grievant shall request in writing that the Association submit the grievance to arbitration. If the Association decides that grievance is meritorious, it may submit the grievance to arbitration. A request for arbitration shall be made in writing no later than fifteen (15) days following the determination of the Board. Failure to request arbitration within said period of time shall constitute an absolute bar to such arbitration unless the Board and the Association shall mutually agree upon a longer time period within which to assert such a demand.
- b. The Board may also request arbitration concerning any dispute regarding the interpretation or application of this contract. The time limits applicable to the Association are also applicable to the Board.
- c. The arbitrator shall have no power or authority to add to, subtract from, change or modify any of the terms of this agreement.
- d. The rules and regulations of the Public Employment Relations Commission shall be followed in the selection of an arbitrator.
- e. The arbitrator so selected shall confer with representatives of the Board and the Association and hold hearings promptly, and he/she shall issue his/her decision not later than twenty (20) days from the close of hearings or if oral hearings have been waived, then from the date that the final statements and proof are submitted to him/her. The arbitrator's decision shall be in writing and shall have set forth his/her findings of facts, reasoning and conclusions on the issue submitted to the Board and the Association and shall be binding.
- f. The costs for the services of the arbitrator including per diem expenses, if any, and the cost of the hearing room, if any, shall be borne equally. Any other expenses incurred shall be paid by the party incurring such expenses.

- g. A grievance form shall contain; Grievant, position, date, submitted to, statement of grievance, relief sought, the specific contract clause or Board Policy that was violated, the date of the alleged violation, signature, and date the grievance was submitted.

D. Miscellaneous

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

## ARTICLE XV

### MANAGEMENT RIGHTS CLAUSE

- A. The Board, on its own behalf and on the behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, right, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States, including but without limiting the generality of the foregoing, the right:
  - 1. To the executive management and administrative control of the school systems and its properties and facilities, and the activities of its employees while said employees are engaged in the performance of their duties.
  - 2. To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their employment, or their dismissal or demotion and to promote and transfer all such employees; to relieve employees from duty because of lack of work or other legitimate reasons. Where the Board has adopted procedures in the above areas, the Board will follow said procedures.
  - 3. To establish grades and courses of instruction, including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
  - 4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind of nature. Where the Board has adopted procedures in the above areas, the Board will follow said procedures.
  - 5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto.
  - 6. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

- B. The exercise of the foregoing powers, right, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms of this agreement and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School laws, or other national or state, county, district, or local laws or regulations as they pertain to education.
- D. It is agreed by both parties that this Agreement comprises the total understanding of the parties and that no provision of this Agreement may be altered except by mutual consent of both parties. Such changes shall be reduced to writing duly executed by both parties, and shall have the force and the effect of all other provisions of this Agreement.

## ARTICLE XVI

### MISCELLANEOUS PROVISIONS

- A. This agreement constitutes a mutual covenant describing the terms and conditions of employment for the term of said Agreement, and the Board and the Association shall carry out the commitments contained herein and give them full force and effect.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid. Other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual teacher in the bargaining unit, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this agreement, during the duration, this agreement shall be controlling.
- D. The Board and Association agree that there shall be no discrimination and that practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- E. Copies of this Agreement shall be printed at the equal expense of the Board and the Association within thirty (30) days after the agreement is ratified and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association to Board at:  
117 Evergreen Road, New Egypt, NJ 08533
  2. If by Board to Association President at:
    - a. During Normal School Year:  
To the Building in which the president is located.
    - b. During the summer vacation to the address supplied by the Association President.
- G. The Board will not unilaterally develop or implement any policy or decision that involves terms and conditions of employment. All such policies and decisions shall first be negotiated mutually with the Association and reduced to writing and signed by both parties.
- H. Except as this agreement shall otherwise provide, all terms and conditions applicable on the signing date of the Agreement to employees covered by this Agreement as established by the rules, regulations and for policies of the Board in force on said date shall continue to be so applicable during the term of this Agreement.
- I. If an employee does not become a member of the Association during any membership year (September 1<sup>st</sup> through August 31<sup>st</sup>) said employee will be required to pay a representation fee to the Association for the membership year. The purpose of this fee will be to offer the employees per capita cost of services rendered by the Association as Majority representation. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

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

## ARTICLE XVII

### TEACHER-ADMINISTRATION LIAISON

- A. Faculty Council
1. Organization: The Association shall select a Faculty Council which shall meet with the Administration at least once a month during the school day for the duration of the school year. Said Council shall consist of not more than one (1) member for every seven (7) teachers in the school building, but shall in no event have less than (5) members.
  2. Areas for Faculty Council considerations by the Council shall include but not be limited to school building level decisions regarding:
    - a. Revision and development of educational building policies and practices.

Evaluation of in-service workshops.

- b. In the event there shall be a reduction in the number of teachers or specialists from previous years it will be communicated and discussed with Faculty Council.
- B. There shall be no release time or extra compensation for service on these committees.
- C. Final decisions on recommendations of this committee shall rest with the Board.
- D. Copies of the minutes will be forwarded to the Board of Education by the following Board meeting at the discretion of the Association.

## ARTICLE XVIII

### SABBATICAL LEAVE

- A. The purpose of a sabbatical leave is to assist a member of the professional staff to become more valuable as an educator for the Plumsted Township School District.
- B. A member of the professional staff may be granted a sabbatical leave (without pay) after seven (7) years of consecutive employment in the Plumsted Township School District.
- C. Sabbatical Leave must be granted for such purposes as:
  - 1. Professional study at an accredited college or University.
  - 2. Approved research or study.
  - 3. Professionally related travel with study under the auspices of an accredited college or university.
- D. Sabbatical leave may be granted at the sole discretion of the Board.
  - 1. The Board will consider program value and seniority of service.
  - 2. No more than two (2) staff members will be granted a sabbatical leave during a given school year.
- E. Application for Sabbatical Leave:
  - 1. Must be made no later than January 1<sup>st</sup>, preceding the school year for intended leave.
  - 2. Must contain a detailed written statement attached to application giving the purpose of the leave, plan of activity to be pursued and anticipated value of the experience to the individual in improving his/her professional competency and ability to serve the system.

- F. The sabbatical leave time period is one contractual year, September through June.
- G. Sabbatical leave time shall not be recognized for purposes of salary increment and pension eligibility.
- H. General conditions governing a sabbatical leave:
  - 1. Five contractual years must have passed since the first sabbatical leave for an employee to become eligible for another.
    - a. Applicants for the first time will be given preference over second time applicants.
  - 2. The employee shall agree in writing to return to his/her position (or a comparable one selected by the Administration) in the school district for a period of at least two (2) years following the completion of his/her leave.
  - 3. Upon returning to school, the employee shall submit a written report to the Board containing all pertinent data and information on his/her activities during the sabbatical leave in verification of the stated purposes made in the original application.

## ARTICLE XIX

### TUITION REIMBURSEMENT

- A. All teachers who take graduate and under graduate credits at an accredited college or university as determined by the Board of Education in areas of their current teaching assignment or upon request by the Superintendent shall be reimbursed up to two hundred twenty-five dollars (\$225.00) per credit hour with a maximum of nine (9) credits per teacher per year.
- B. Courses must be approved in advance by the Superintendent and a teacher must receive a "B" or better to be eligible for reimbursement. Official transcripts of the grade and proof of tuition must be submitted.
- C. The maximum total payments to be made by the Board will not exceed twenty thousand dollars (\$20,000) per year. Application for reimbursement will be approved based upon date of application and relevance of the course to the teacher's assignment.
- D. Teachers earning their BA+15, BA+30, MA, MA+15, MA+30, EDD, will be eligible for movement on the guide providing notification and transcripts are submitted by September 1 and February 1.
- E. Reimbursement will be made within thirty (30) days following proof of successful completion of the course of study.

- F. Effective July 1, 2003 non-tenure teachers who leave the district, within two (2) years of receiving reimbursement of tuition, shall reimburse the Board 50% of what the Board paid in tuition payments, unless the teacher is not renewed for the next school year.
- F.1. Tuition reimbursements funds shall be allocated fifty percent (50%) toward the summer semester, twenty percent (20%) toward the fall semester, ten percent (10%) toward the winter semester and twenty percent (20%) toward the spring semester. Any tuition reimbursement funds not utilized in a given semester shall be allocated to the following semester with the exception of the spring semester. Tuition reimbursement funds will be disbursed at the end of each semester once all requests for reimbursement, which have been board approved, have been supported by proper documentation (grades, proof of payment, etc.). Tuition reimbursement funds will be disbursed by seniority with all teachers who apply for reimbursement receiving three (3) credits of reimbursement per semester before any other teacher becomes eligible for additional reimbursement. All support documentation required for reimbursement must be received by the Superintendent prior to June 30<sup>th</sup> of each school year.
- G. Teachers who participate in staff development activities outside of their work year shall be compensated at \$100.00/day upon the approval of the Superintendent.
- I. Stipends for Mentors

The mentor teacher shall be paid from funds received from the State Department of Education at the following rates:

Mentor for a traditional Route Teacher	\$600.00 or at the rate specified by the NJDOE
Mentor for an Alternate Route Teacher	\$950.00 or at the rate specified by the NJDOE
Mentor for a Second Year Teacher	\$400.00 or at the rate specified by the NJDOE

This amount will be paid in two (2) payments during the year, December 30<sup>th</sup> and May 30<sup>th</sup>.

Each mentor teacher will take part in training that is meant to enhance the mentoring process. This training will take place in July or August of each year and Mentors will receive compensation at the district rate for non-instructional duties beyond the teaching day as per negotiated contract language. If additional after school meetings are necessary then teachers will also be paid at the non-instructional rate.

In the event that the State Department of Education fully funds the mentoring program, the above contracted rates will be in effect.



ARTICLE XX

SALARY GUIDES

- A. Anyone qualifying for a higher degree column during 2006-2007, 2007-2008 or 2008-2009 school year shall receive the appropriate educational benefit compensation as outlined in C. below.

The salary base cost of \$7,860,082 for the 2005-2006 school year will generate a 5.33% increase in the 2006-2007 school year (\$418,942).

The salary base cost of \$8,279,024 for the 2006-2007 school year will generate a 5.33% increase in the 2007-2008 school year (\$441,272).

The salary base cost of \$8,720,296 for the 2007-2008 school year will generate a 5.33% increase in the 2008-2009 school year (\$464,792).

- B. LONGEVITY

- 1. Teachers with more than ten (10) years service in the district to be additionally compensated \$500.
- 2. Teachers with more than twenty (20) years service in the district to be additionally compensated \$1,000.
- 3. Teachers with more than twenty-five (25) years service in the district to be additionally compensated \$1,000.

- C. EDUCATIONAL BENEFITS

- |    |         |         |
|----|---------|---------|
| 1. | B.A.+15 | \$400   |
| 2. | B.A.+30 | \$800   |
| 3. | M.A.    | \$1,300 |
| 4. | M.A.+15 | \$1,600 |
| 5. | M.A.+30 | \$1,800 |
| 6. | EDD/PHD | \$2,000 |

ARTICLE XXI

AFTER SCHOOL AND EXTRA CURRICULAR ACTIVITIES

A. Extra Activities compensation (Middle School)

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Dance Chaperone	\$75/dance	\$75/dance	\$75/dance
Student Council	\$1,850	\$1,900	\$2,000
Drama (Head)	\$2,650	\$2,750	\$2,800
Drama (Asst)	\$1,850	\$1,900	\$2,000
Audio Visual	\$1,300	\$1,300	\$1,300
Yearbook	\$1,500	\$1,500	\$1,500

B. Extra Activities Compensation (High School):

See Index B

C. Extra Activities Compensation (Elementary School):

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Safety Patrol	\$700	\$700	\$700
Yearbook	\$1,000	\$1,100	\$1,200
Drama	\$2,650	\$2,750	\$2,800
Asst. Drama	\$1,850	\$1,900	\$2,000

C.1 Extra Activities Compensation Primary School

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Yearbook	\$1,000	\$1,100	\$1,200

D. Duties Beyond Teaching Day:

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
a. Instructional (i.e. Home Instruction, Tutoring)	\$36.00/hr	\$38.00/hr	\$40.00/hr
b. Non-Instructional (i.e. Detention)	\$32.00/hr	\$33.00/hr	\$34.00/hr

c. Instructional duties are defined as homebound instruction and writing curriculum.

d. Non-instructional duties are defined as after school detention, chaperones and evening monitoring.

E. After School Sports (Middle School):

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Head Coach (All sports)	\$2,650	\$2,750	\$2,800
Pep Squad	\$2,650	\$2,750	\$2,800
Asst. (All sports)	\$2,160	\$2,260	\$2,360
Athletic Trainer	\$3,600	\$3,650	\$3,700

F. After School Sports (High School):

See Index A

G. Coaching Bonus:

Staff who work more than 1 sport will receive a bonus of

2 sports = \$750.00/year

3 sports = \$1,150.00/year

Bonus applies to coaching in the middle and high school.

H. Stipends

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
1. Enrichment	\$5,000	\$5,000	\$5,000
2. Substance Awareness	\$5,000	\$5,000	\$5,000
3. Basic Skills Coordinator	\$5,000	\$5,000	\$5,000
4. School to Work Coordinator	\$5,000	\$5,000	\$5,000

I. All coaching salaries shall be paid in two checks, 50% of the salary shall be paid at midseason and the remaining at the end of the season.

ARTICLE XXII

DURATION OF AGREEMENT

This agreement shall become effective July 1, 2006 and shall continue in effect until June 30, 2009.

This Agreement shall not be extended orally and it is expressly agreed that it shall expire on its expiration date.

IN WITNESS WHEREOF, the Association has caused these presents to be signed by its President and Secretary, and the Board has caused these presents to be signed by its President, attested by its Secretary, and its seal to be affixed all on the day and year first above written.

PLUMSTED TOWNSHIP EDUCATION ASSOCIATION

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

PLUMSTED TOWNSHIP BOARD OF EDUCATION

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

INDEX A

POSITION	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Head Football	\$6,500	\$6,700	\$6,900
Asst. Football	\$3,900	\$4,200	\$4,500
Men/Woman Head Basketball	\$6,000	\$6,200	\$6,400
Asst. Basketball	\$3,900	\$4,000	\$4,500
Head Baseball/Softball	\$6,000	\$6,200	\$6,400
Asst. Baseball/Softball	\$3,900	\$4,200	\$4,500
Men/Woman Head Soccer	\$6,000	\$6,200	\$6,400
Asst. Soccer	\$3,900	\$4,200	\$4,500
Men/Woman Head Track	\$6,000	\$6,200	\$6,400
Asst. Track	\$3,900	\$4,200	\$4,500
Men/Woman Head Lacrosse	\$6,000	\$6,200	\$6,400
Asst. Lacrosse	\$3,900	\$4,200	\$4,500
Head Field Hockey	\$6,000	\$6,200	\$6,400
Assistant Field Hockey	\$3,900	\$4,200	\$4,500
Head Wrestling	\$6,000	\$6,200	\$6,400
Asst. Wrestling	\$3,900	\$4,200	\$4,500
Head Cross Country	\$4,300	\$4,600	\$4,900
Head Tennis	\$4,300	\$4,600	\$4,900
Head Bowling	\$4,300	\$4,600	\$4,900
Head Golf	\$4,300	\$4,600	\$4,900
Head Swimming	\$4,300	\$4,600	\$4,900
Head Cheer Fall/Winter	\$3,900	\$4,200	\$4,500
Asst. Cheer	\$2,000	\$2,200	\$2,400
Freshman Coaches	\$3,500	\$3,700	\$3,900
Weight Room/Athletic Season	\$2,750	\$3,000	\$3,250
Weight Room/Summer (4 hrs./day for 30 days)	\$32/hr	\$33/hr	\$34/hr
Ticket Sellers/Collectors	\$40.00/game	\$40.00/game	\$40.00/game
Announcers/Timers/Scorekeepers	\$40.00/game	\$40.00/game	\$40.00/game
Chain Gang	\$40.00/game	\$40.00/game	\$40.00/game
Middle School Scorekeeper	\$50.00/game	\$50.00/game	\$50.00/game

INDEX B

POSITION	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Band Director	\$4,515	\$4,715	\$4,915
Assistant Director	\$3,465	\$3,665	\$3,865
Rehearsal Pianist	\$2,000	\$2,000	\$2,000
Scene Designer	\$1,500	\$1,500	\$1,500
Flag, Rifle, Twirling	\$2,450	\$2,750	\$3,050
Class Advisors:			
Freshman	\$1,100	\$1,150	\$1,200
Sophomore	\$1,500	\$1,550	\$1,600
Junior	\$1,850	\$1,900	\$1,950
Senior	\$2,200	\$2,250	\$2,300
Choral Director	\$3,465	\$3,665	\$3,865
Student Council	\$3,650	\$3,700	\$3,750
Yearbook:			
Advisor	\$3,350	\$3,400	\$3,450
Financial	\$1,850	\$1,900	\$1,950
School Play:			
Director	\$6,000	\$6,200	\$6,400
Assistant/Director	\$3,465	\$3,665	\$3,865
Stage Manager	\$2,260	\$2,300	\$2,375
Math/Science League	\$2,200	\$2,250	\$2,300
Forensics/Debate	\$2,200	\$2,250	\$2,300
Model U.N./Mock Trial	\$2,200	\$2,250	\$2,300
National Honor Society	\$3,650	\$3,700	\$3,750
Peer Leaders Advisor	\$1,500	\$1,550	\$1,600
School Newspaper Advisor	\$1,500	\$1,550	\$1,600
Clubs	\$1,500	\$1,550	\$1,600
Dance Chaperones	\$75.00/dance	\$75.00/dance	\$75.00/dance

**YEAR 1**  
**2006-2007**

**Salary Guide (Schedule A)**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>EDD</b>
<b>1</b>	40,616	41,016	41,416	41,916	42,216	42,416	42,616
<b>2</b>	41,394	41,794	42,194	42,694	42,994	43,194	43,394
<b>3</b>	42,155	42,555	42,955	43,455	43,755	43,955	44,155
<b>4</b>	42,900	43,300	43,700	44,200	44,500	44,700	44,900
<b>5</b>	43,661	44,061	44,461	44,961	45,261	45,461	45,661
<b>6</b>	44,423	44,823	45,223	45,723	46,023	46,223	46,423
<b>7</b>	45,184	45,584	45,984	46,484	46,784	46,984	47,184
<b>8</b>	45,945	46,345	46,745	47,245	47,545	47,745	47,945
<b>9</b>	46,707	47,107	47,507	48,007	48,307	48,507	48,707
<b>10</b>	47,965	48,365	48,765	49,265	49,565	49,765	49,965
<b>11</b>	48,965	49,365	49,765	50,265	50,565	50,765	50,965
<b>12</b>	49,990	50,390	50,790	51,290	51,590	51,790	51,990
<b>13</b>	51,015	51,415	51,815	52,315	52,615	52,815	53,015
<b>14</b>	52,040	52,440	52,840	53,340	53,640	53,840	54,040
<b>15</b>	53,090	53,490	53,890	54,390	54,690	54,890	55,090
<b>16</b>	54,165	54,565	54,965	55,465	55,765	55,965	56,165
<b>17</b>	55,317	55,717	56,117	56,617	56,917	57,117	57,317
<b>18</b>	56,540	56,940	57,340	57,840	58,140	58,340	58,540
<b>19</b>	57,840	58,240	58,640	59,140	59,440	59,640	59,840
<b>20</b>	59,165	59,565	59,965	60,465	60,765	60,965	61,165
<b>21</b>	60,565	60,965	61,365	61,865	62,165	62,365	62,565
<b>22</b>	62,185	62,585	62,985	63,485	63,785	63,985	64,185
<b>23</b>	63,890	64,290	64,690	65,190	65,490	65,690	65,890
<b>24</b>	65,451	65,851	66,251	66,751	67,051	67,251	67,451
<b>25</b>	67,012	67,412	67,812	68,312	68,612	68,812	69,012
<b>26</b>	68,869	69,269	69,669	70,169	70,469	70,669	70,869
<b>27</b>	70,727	71,127	71,527	72,027	72,327	72,527	72,727

**YEAR 2**  
**2007-2008**

**Salary Guide (Schedule B)**

<b>Step</b>	<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>EDD</b>
	<b>1</b>	42,925	43,325	43,725	44,225	44,525	44,725	44,925
	<b>2</b>	43,687	44,087	44,487	44,987	45,287	45,487	45,687
	<b>3</b>	44,448	44,848	45,248	45,748	46,048	46,248	46,448
	<b>4</b>	45,209	45,609	46,009	46,509	46,809	47,009	47,209
	<b>5</b>	46,702	47,102	47,502	48,002	48,302	48,502	48,702
	<b>6</b>	47,955	48,355	48,755	49,255	49,555	49,755	49,955
	<b>7</b>	49,217	49,617	50,017	50,517	50,817	51,017	51,217
	<b>8</b>	50,217	50,617	51,017	51,517	51,817	52,017	52,217
	<b>9</b>	51,242	51,642	52,042	52,542	52,842	53,042	53,242
	<b>10</b>	52,267	52,667	53,067	53,567	53,867	54,067	54,267
	<b>11</b>	53,292	53,692	54,092	54,592	54,892	55,092	55,292
	<b>12</b>	54,342	54,742	55,142	55,642	55,942	56,142	56,342
	<b>13</b>	55,417	55,817	56,217	56,717	57,017	57,217	57,417
	<b>14</b>	56,991	57,391	57,791	58,291	58,591	58,791	58,991
	<b>15</b>	58,566	58,966	59,366	59,866	60,166	60,366	60,566
	<b>16</b>	60,139	60,539	60,939	61,439	61,739	61,939	62,139
	<b>17</b>	61,713	62,113	62,513	63,013	63,313	63,513	63,713
	<b>18</b>	63,287	63,687	64,087	64,587	64,887	65,087	65,287
	<b>19</b>	64,860	65,260	65,660	66,160	66,460	66,660	66,860
	<b>20</b>	66,434	66,834	67,234	67,734	68,034	68,234	68,434
	<b>21</b>	68,008	68,408	68,808	69,308	69,608	69,808	70,008
	<b>22</b>	69,582	69,982	70,382	70,882	71,182	71,382	71,582
	<b>23</b>	71,431	71,831	72,231	72,731	73,031	73,231	73,431
	<b>24</b>	73,304	73,704	74,104	74,604	74,904	75,104	75,304



**YEAR 3**  
**2008-2009**

**Salary Guide (Schedule C)**

<b>Step</b>	<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>EDD</b>
	<b>1</b>	46,271	46,671	47,071	47,571	47,871	48,071	48,271
	<b>2</b>	46,911	47,311	47,711	48,211	48,511	48,711	48,911
	<b>3</b>	47,551	47,951	48,351	48,851	49,151	49,351	49,551
	<b>4</b>	48,551	48,951	49,351	49,851	50,151	50,351	50,551
	<b>5</b>	49,550	49,950	50,350	50,850	51,150	51,350	51,550
	<b>6</b>	50,550	50,950	51,350	51,850	52,150	52,350	52,550
	<b>7</b>	51,550	51,950	52,350	52,850	53,150	53,350	53,550
	<b>8</b>	52,550	52,950	53,350	53,850	54,150	54,350	54,550
	<b>9</b>	53,550	53,950	54,350	54,850	55,150	55,350	55,550
	<b>10</b>	54,550	54,950	55,350	55,850	56,150	56,350	56,550
	<b>11</b>	55,550	55,950	56,350	56,850	57,150	57,350	57,550
	<b>12</b>	56,562	56,962	57,362	57,862	58,162	58,362	58,562
	<b>13</b>	57,712	58,112	58,512	59,012	59,312	59,512	59,712
	<b>14</b>	58,937	59,337	59,737	60,237	60,537	60,737	60,937
	<b>15</b>	60,269	60,669	61,069	61,569	61,869	62,069	62,269
	<b>16</b>	62,112	62,512	62,912	63,412	63,712	63,912	64,112
	<b>17</b>	63,958	64,358	64,758	65,258	65,558	65,758	65,958
	<b>18</b>	65,803	66,203	66,603	67,103	67,403	67,603	67,803
	<b>19</b>	67,648	68,048	68,448	68,948	69,248	69,448	69,648
	<b>20</b>	69,493	69,893	70,293	70,793	71,093	71,293	71,493
	<b>21</b>	71,339	71,739	72,139	72,639	72,939	73,139	73,339
	<b>22</b>	73,184	73,584	73,984	74,484	74,784	74,984	75,184
	<b>23</b>	75,029	75,429	75,829	76,329	76,629	76,829	77,029

**Schedule D**  
**Salary Guide Flowchart**

Movement from Guide to Guide is detailed  
horizontally on flowchart below

2005-2006	2006-2007	2007-2008	2008-2009
Step	Step	Step	Step
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	5	5
7	7	6	6
8	8	6	6
9	9	7	7
10	10	8	8
11	10	8	8
12	11	9	9
13	12	10	10
14	13	11	11
15	14	12	12
16	15	13	13
17	16	14	14
18	17	15	15
19	18	16	16
20	19	17	17
21	20	18	18
22	21	19	19
23	22	20	20
24	23	21	21
25	24	22	22
26	25	23	23
27	26	24	23
28	27	24	23
29	27	24	23
30	27	24	23
31	27	24	23