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March 1, 1995

AGREEMENT
BETWEEN THE
SHAMONG TOWNSHIP EDUCATION ASSOCIATION
AND THE
BOARD OF EDUCATION OF SHAMONG TOWNSHIP
THE COUNTY OF BURLINGTON, NEW JERSEY
1994 - 1997

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This Agreement entered into this first day of July, 1994, by and between the Board of Shamong Township, hereinafter called the "Board" and the Shamong Township Education Association, hereinafter called the "Association".

W I T N E S S E T H

WHEREAS, the Board has an obligation, pursuant to Chapter 123; Public Laws 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to their terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement, be it RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows.

ARTICLE 1

RECOGNITION

A. UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all certified personnel whether under contract, or on leave, including:

Teachers
Nurses
Custodian/Custodian Maintenance
Secretaries/Library Clerks
Teacher Aides/Teacher Assistants
Cafeteria Staff

B. DEFINITION OF TEACHER

Unless otherwise indicated, the term "Teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

C. DEFINITION OF TEACHER AIDE/TEACHER ASSISTANT

A Teacher Aide is a person who possesses the minimum requirement of graduation from high school.

A Teacher Assistant is a person who has the minimum requirement of graduation from high school and sixty (60) college credits and possesses a substitute certificate.

D. DEFINITION OF EMPLOYEE

Unless otherwise indicated, the term "Employee" when used hereinafter in this Agreement, shall be deemed to mean Teachers (as defined above), Nurses, Custodians, Custodian Maintenance, Secretaries/Library Clerks, Teacher Aides, Teacher Assistants and Cafeteria Staff who are represented by the Association.

- E. When newly hired custodians and secretarial/library clerk personnel have completed a thirty (30) day (six (6) week) trial period, they shall have the right to join the Association.
- F. Custodian, Custodian/Maintenance personnel shall be required to obtain a Black Seal license within three (3) years of employment or be subject to dismissal.
- G. Custodians promoted to a custodial/maintenance position shall be in a probationary period for 90 calendar days. During this period, the employee shall be evaluated concerning his/her ability to perform the tasks required. On or before the 90th calendar day, the Superintendent shall inform the employee in writing of whether he/she shall continue in the position or be restored to a custodian position. During the probationary period, the employee shall receive the custodial/maintenance salary listed in Schedule C.

ARTICLE 2

NEGOTIATION OF SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin as soon as possible after December 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association and be adopted by the Board.

B. MODIFICATION

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3

ASSOCIATION - ADMINISTRATION LIAISON

- A. The Association's representatives shall meet with the Superintendent at least once every month during the year to review and discuss current problems and practices of mutual interest and the administration of the Agreement, unless both parties agree that no meeting is necessary.
- B. It is clearly understood that these representatives are not to be construed in any way as a negotiating team and are without the power to modify the current Agreement.

ARTICLE 4

TEACHERS' EMPLOYMENT

A. PLACEMENT ON SALARY SCHEDULE

1. Adjustment to Salary Schedule

Each teacher shall be placed on his/her proper step on the salary schedule as of the beginning of the 1994-1995 school year in accordance with paragraph 2. below.

- a. In order to be eligible for an increment, a full-time ten-month teacher must have worked or been on approved paid leaves of absence under the terms of this contract at least ninety-three (93) or more days during the contract year.

2. Credit for Experience

- a. New hires with full-time public school experience shall be credited for all such experience while holding a valid teaching certificate. Placement on the salary guide shall be at a step equal to or less than the salary placement of a current employee with the same number of years of credited experience.

- b. All teachers on staff prior to the mutual ratification of 1994-1997 Agreement who had any non-New Jersey full-time public school experience which was not credited at the time of hire shall be credited with one-half additional step on the salary guide for 1994-1995 and one-half additional step on the salary guide for 1995-1996.
 - c. All part-time Shamong Township teaching experience, while holding a valid New Jersey teaching certificate, shall be credited at initial placement.
3. Summer School, Home Teaching Federal Programs and Other Programs

All openings for positions in summer school, homebound instruction, federal and state projects and positions for which unit members may be qualified shall be posted by placing notification in unit members' mailboxes. Applications for such positions shall be received from members of the unit. No application shall be considered from any other source unless a vacancy remains unfilled after the filing date listed on the posting.

B. NOTIFICATION OF CONTRACT AND SALARY

Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th, consistent with law.

Teachers shall return their signed contracts to the Board before June 1st.

Teacher Aides/Teacher Assistants shall be notified of their contract and salary status for the ensuing year no later than June 30 of the school year. Health benefits will continue for Teacher Aides/Teacher Assistants until this date.

ARTICLE 5

TEACHERS' WORK YEAR AND WORK DAY

- A. The teachers' work year shall be 184 days, including two (2) in-service days.

- B. Ordinarily, teachers shall be required to report for duty 15 minutes before the opening of the pupils' school day, and shall be permitted to leave 30 minutes after the close of the pupils' school day, except in emergency situations. On the date of mutual ratification of the 1994-1997 Agreement, teachers shall be permitted to leave 15 minutes after the close of the pupils' school day, except in emergency situations. On Fridays or days preceding holidays, the teacher's day shall end at the close of the pupil's day, providing that all pupils have been dismissed from the classroom.
- C. The length of the day for all teachers shall be six and three-quarter (6-3/4) hours inclusive of lunch. Effective September 1, 1995, the length of the day for all teachers shall be six (6) hours, 55 minutes, inclusive of lunch.
- D. Each teacher shall receive preparation time of 225 minutes per week in a five day, full day work week. Part-time teachers shall receive pro-rated preparation time.
- E.
 - 1. Teachers of grades 6, 7 and 8, including specials who teach these grade levels and who have lunch periods congruent with a 6th, 7th or 8th grade lunch period, shall receive a 45 minute duty-free lunch period one week and, in the next week, a 30 minute duty-free lunch period and a 15 minute duty period contiguous with his/her lunch period.
 - 2. Teachers at grades K-5, including specials who teach at these grade levels, shall receive duty-free lunch time consistent with that received in the 1993-1994 school year.
- F. Teachers of grades 6, 7 and 8 may be assigned six (6) instructional periods per day.
- G. Teachers shall be required, as they have in the past, to remain after the end of the regular work day, or evenings, without additional compensation, for the purpose of attending conferences and faculty meetings as scheduled by the Superintendent/Principal.
- H. Nurses, in addition to their lunch period, shall be entitled to a 15 minute rest period in each of the a.m. and p.m. periods.

ARTICLE 6

EXTRA-CURRICULAR ACTIVITIES

A. Approved Activities

The Board and the Association agree that the extra-curricular activities listed in Schedule B are educationally worthwhile.

B. Salary

The Board agrees to provide honorarium payments in the amounts designated for those extra-curricular activities listed on Schedule B, which is attached hereto and is incorporated as a part hereof.

C. Staff

All such honorarium positions must first be offered to members of the teaching staff.

D. Extracurricular Activity positions shall be posted for 15 days.

ARTICLE 7

NON-TEACHING DUTIES

A. INTENT

The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should to the extent possible, be utilized to this end.

B. APPLICATION

Examples of non-teaching duties which the administration will not require teachers to perform are:

1. Supervision of Cafeteria.

ARTICLE 8

VOLUNTARY TRANSFERS AND REASSIGNMENTS FOR TEACHERS

A. NOTIFICATION OF VACANCIES

1. No later than April 30 of each school year, the Superintendent shall deliver to the Association and post in the school building a list of the known vacancies which shall occur during the following school year.
 - a. All vacancies which occur during the school year shall be posted for at least ten (10) working days.
 - b. All vacancies which occur between the last day of the work year for teachers and the first day of the next work year for teachers shall be posted for at least seven (7) calendar days.
 - c. The District shall mail a notice of any vacancy which occurs under the provisions of b. above to the address supplied by the teacher.
 - d. Applications for any vacancy shall be made within ten (10) week days of either the initial posting under a. above or the mailing under b. above.
 - e. In the event that a vacancy occurs after July 15th and prior to the first day of the work year and compliance with the time lines in b. and d. above will not allow filling of a vacancy before the first teacher work day of the succeeding school year, all time lines may be shortened to accomplish such appointment.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned in order of preference. Such requests for assignments for the following year shall be submitted not later than April 30th. No such

request will be denied without consideration. Upon disposition of this request, the Superintendent will inform the applicant of the reasons for the decision.

ARTICLE 9

INVOLUNTARY TRANSFERS AND REASSIGNMENTS FOR TEACHERS

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. Prior to a final decision on any involuntary transfer or reassignment, the immediate supervisor and the Superintendent will provide an opportunity to meet with the teacher and discuss the pending decision.

ARTICLE 10

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT FOR TEACHERS

A. TUITION REIMBURSEMENT

The Board shall appropriate \$11,000 to establish a tuition refund program to make funds available to teachers interested in continuing their professional development and educational improvement. From these appropriations, the Board shall pay the cost of a course and books, such payment not to exceed four hundred (\$400) dollars for one course. These funds will be paid upon satisfactory completion of an approved graduate level course subject to the limitations of this Article. An approved graduate level course will be determined by the Superintendent. Teachers shall be limited to two (2) courses per semester with a maximum of four (4) courses per year. A teacher must receive a "B" in an approved graduate course in order to be eligible to receive tuition reimbursement. Fees connected with the course shall be paid by the Board. Such fees shall be included in the \$400 per course limit.

B. MOVEMENTS ON SALARY GUIDE RESULTING FROM COMPLETION OF GRADUATE CREDITS

Movements on the salary guide resulting from satisfactory completion of graduate credits shall take effect on the first full pay period following September 1, or February 1, provided that appropriate documentation (transcript) is provided to the Board Secretary not later than either of the above dates.

ARTICLE 11

SALARIES

A. SALARY SCHEDULE

1. The salary of each teacher covered by this Agreement is set forth in Schedule A which is attached hereto and made a part hereof.
2. The salary of each custodian, custodian/maintenance covered by this Agreement is set forth in Schedule C which is attached hereto and made a part hereof.
3. The salary of each secretary and library clerk covered by this Agreement is set forth in Schedule D which is attached hereto and made a part hereof.
4. The salary of each teacher aide/teacher assistant covered by this Agreement is set forth in Schedules E, F, and G which are attached hereto and made a part hereof.
5. The salary of each cafeteria worker covered by this Agreement is set forth in Schedule H which is attached hereto and made a part hereof.

B. METHOD OF PAYMENT

1. Pay dates shall be the 15th and 30th of each month except for February, when the pay dates will be the 15th and the 28th or 29th.
2. When a pay date occurs on a weekend day or a holiday, teachers, secretaries/library clerks, teacher assistants and teacher aides shall receive their paychecks on the last previous working day.

3. a. Custodians and custodian maintenance personnel who work a shift beginning on or after 3 p.m. will receive their paychecks on the work day immediately prior to the regularly-scheduled pay date.
- b. If any pay date falls on a weekend or a holiday, all custodians and custodian/maintenance personnel will receive their paychecks on the day immediately prior to that weekend or holiday. If the pay date is on a Monday, or on a Tuesday immediately following a Monday holiday, the paychecks will be distributed after 8 a.m. on these days.
- c. Shift differential pay will be compensated twice monthly in a single check together with one-half the monthly base pay. Overtime pay shall be paid twice monthly in a separate check.

4. Final Pay for Teachers

Each teacher shall receive his/her final pay and the pay schedule for the following year on his/her last working day in June.

- C. The Board shall provide a summer payment plan as prescribed by N.J.S.A. 18A:29-3. Payment to the employee shall be made by individual checks to the order of the employee. The employee participating in such plan shall receive two payments. Such payments shall coincide with the first pay periods scheduled for July and August.

ARTICLE 12

INSURANCE PROTECTION FOR UNIT MEMBERS

A. HEALTH CARE COVERAGE

The Board shall provide the health care insurance protection designated below. The Board shall pay the full premium for each unit member and, in cases where appropriate, for family-plan insurance coverage.

1. Provisions of Coverage

Provision of the health care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:

- a. Hospital room and board and miscellaneous costs.
- b. Out-patient benefits.
- c. Laboratory fees, diagnostic expenses, and therapy treatments.
- d. Maternity costs.
- e. Major Medical.

2. Special Programs and Carriers

In addition to the above state program, provision shall be made to provide the following health program:

a. Prescription Drug Program

- (1) The Board shall pay the full premium for each unit member and in cases where appropriate, for family-plan coverage for a \$5.00 deductible prescription service for brand names, no deductible for generic brands.

b. Dental Health Program

- (1) The Board shall pay the full premium for each unit member and in cases where appropriate for family coverage for dental services listed below with carriers approved by the Association:

100%	Preventative Diagnostic
80/20%	Basic Services
60/40%	Prosthodontics \$1,000 maximum
50/50%	Orthodontics (children only) \$500 maximum

- 3. Carrier changes which result in benefits levels changes must first be agreed to by the Association.

B. DESCRIPTION TO UNIT MEMBERS

The Board shall provide to each unit member a description of the health care insurance coverage

provided under this Article, which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE 13

TRAVEL EXPENSES

Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the IRS rate.

ARTICLE 14

SICK LEAVE

A. ACCUMULATIVE

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

B. NOTIFICATION OF ACCUMULATION

Employees shall be given a written accounting of accumulated sick leave no later than September 20th of each school year.

C. PAYMENT FOR UNUSED SICK LEAVE

1. Upon retirement under T.P.A.F. or P.E.R.S., the employee shall be compensated for a maximum of 100 days accumulated sick leave at the rate of \$30.00 per day. Effective July 1, 1995, the maximum shall be 125 days. Effective July 1, 1996, the maximum shall be 125 days.
2. Upon separation, an employee shall be compensated \$30 per day for up to a maximum of 40 days.

3. This compensation will not be payable when a teacher is separated from his/her employment for just cause, either through discharge or resignation directly related to this just cause.
4. Payments under 1. and 2. above shall be made to the estate of an employees who dies while employed by the Board.

ARTICLE 15

TEMPORARY LEAVES OF ABSENCE

A. TYPES OF LEAVE

1. Personal

Four (4) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the employee's principal or other immediate supervisor for personal leave, shall be made at least five (5) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall be required to state the reason for taking such leave.

- a. All unused personal days during the school calendar year for teachers, teacher aides, and teacher assistants, school fiscal year for custodians, custodian/maintenance, secretaries and library clerks, shall be reimbursed at the rate of twenty-four (\$24.00) dollars per day in each year of the agreement with payment being made on or before the last day of June.
- b. At the option of the unit member, unused personal days, may, at the end of the year, be transferred to the unit member's sick leave account in lieu of payment. It shall be the obligation of the unit member desiring such transfer to inform the Board Secretary of this fact in writing not later than the last working day in June.

2. a. Any full-time teacher who has served in the Shamong Township School district for a period not less than five (5) years, may be granted

a leave of absence for a period not more than, nor less than, one (1) year. The request for such leave should be made on or before June 1st of the school year previous to the year for which the leave of absence is desired.

- b. No more than two (2) teachers may be granted such leave for any one school year. Leave will be granted to the teacher (teachers) with the most years of service in the District. During the leave of absence the teacher will receive no compensation or benefits. Upon returning to service in the District, the teacher shall be placed on the salary schedule at the level at which he/she would have been during the previous year. Before March 1 of the year of the leave, the teacher must notify the Board of his/her intention of returning to teach the following year. Failure to give such notice may constitute a presumption that the teacher on leave will not return to the district. No teacher may be granted more than one (1) such leave while in the employ of the District.
- 3. The Board shall provide for each unit member, in addition to sick leave and personal days, five (5) days' absence with full pay upon the death of a unit member's mother, father, spouse, child or sibling. For the death of any other relative or friend, one (1) day's absence with full pay shall be granted. An employee shall be limited to two (2) bereavement days per year for friends. Personal days may be used to cover additional bereavement days.

ARTICLE 16

EXTENDED LEAVES OF ABSENCE

A. Disability Leave

The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditioning of leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et. seq.,

existing law, and appropriate rules and regulations issued by the responsible agencies involved.

B. Child Rearing Leave

1. The Board may grant voluntary unpaid leave of absence to unit members who have been employed in the District for at least three (3) years for the purpose of child care of an infant. Approval is conditioned upon adequate staffing as determined by the Board.
2. A child care leave of absence may commence thirty calendar days after birth and shall terminate at a logical break in the school year. For purposes of this paragraph, a logical break in the school year is considered to be the first day of school after the winter holiday vacation, the end of the half-year marking period, and the last day of school for the entire school year. The specific date will depend upon the educational needs of the School District.
3. The teacher shall have the option of commencing a child care leave at a logical break in the school year prior to her delivery date. For purposes of this paragraph, a logical break in the school year shall be the first day of the school year, the first day of school after the winter holiday vacation and the first day of the second half-year marking period. The specific date will depend upon the educational needs of the School District.
4. A teacher desiring an unpaid leave shall apply no fewer than 90 calendar days before the anticipated delivery date of the infant. In the case of an adoption, application shall be made for a specific leave period as soon as the teacher is informed of the custody date. Time spent on unpaid leave shall not be counted for accrual of any benefits.

C. SABBATICAL LEAVE

1. The purpose of sabbatical leave is to provide the teacher with the opportunity to achieve an advanced degree which is beneficial to the School District in the view of the Board.
2. There shall be a maximum of one sabbatical leave per school year. Leaves shall only be granted for a full school year.

3. In order to be eligible to apply for a sabbatical leave, the teacher must have completed a minimum of seven (7) full years of continuous service to the District as a teacher.
4. The teacher must apply for such a leave by the November 15th preceding the proposed leave year.
5. The Board of Education has discretion concerning whether or not to grant a sabbatical leave. The Board will notify all applicants of its decision by February 1.
6. A teacher on such leave shall be paid 50% of his/her salary for the year. All health insurance benefits will be maintained during the leave period. The teacher will be credited with one (1) year on the guide for the school year spent on a sabbatical leave.
7. The teacher granted such a leave shall be enrolled in and successfully complete 24 graduate credits during the period of the leave. Failure to successfully complete the required number of credits shall result in repayment to the Board of the monies expended during the leave period.
8. The teacher granted such a leave will be required to sign an individual contract agreeing to return to the District for at least two years after completion of the leave. Failure to remain for at least two years shall result in repayment to the Board of the monies expended during the leave period.

ARTICLE 17

EMPLOYMENT PROCEDURES - SECRETARIES/LIBRARY CLERKS AND CUSTODIANS

A. PLACEMENT ON SALARY SCHEDULE

1. Adjustment to Salary Schedule

Each custodian/secretary/library clerk shall be placed on his/her proper step of the salary schedule as of the beginning of the 1994-1995 work year. In order to be eligible for an increment, a full-time twelve-month custodian,

custodian/maintenance employee, or secretary/library clerks must have worked or been on approved paid leaves of absence under the terms of this contract at least one hundred fifteen (115) or more days during the contract year.

B. NOTIFICATION OF CONTRACT AND SALARY

Secretaries/library clerks, custodians and cafeteria staff shall be notified of their contract and salary status for the ensuing year no later than May 15th, consistent with law.

ARTICLE 18

CUSTODIAN-CUSTODIAN/MAINTENANCE PERSONNEL

A. WORK DAY

1. The normal work day for all shifts shall be eight (8) hours, exclusive of a thirty (30) minute lunch period. The thirty (30) minute lunch period shall be duty-free and uninterrupted.
2. During school vacation periods, the normal work day for all custodians working on the first shift shall be eight (8) hours, exclusive of a thirty (30) minute lunch period. The thirty (30) minute lunch period shall be duty-free and uninterrupted.
3. During July and August, the normal work day for all custodians working on the first shift shall be eight (8) hours inclusive of a thirty (30) minute lunch.

B. WORK WEEK

1. Forty (40) hours shall constitute a normal work week in any calendar week. The normal work day and work week as of the effective date of this Agreement shall consist of four (4) shifts:

First Shift -	7:00 a.m. to 3:30 p.m.
Second Shift -	3:00 p.m. to 11:30 p.m.
Third Shift -	10:00 a.m. to 6:30 p.m.
Fourth Shift -	11:00 p.m. to 7:30 a.m.

2. The Board at its discretion, may assign all personnel to the first shift during school

vacation periods and may alter the starting time for any shift, or any custodian, custodian/maintenance assigned to a shift, up to one (1) hour, but nothing herein shall prevent the Board from modifying the shifts of the custodian, custodian/maintenance employees upon at least ten (10) days' notice to the affected custodian, custodian/maintenance.

3. If in the judgment of the Board, there is need to change a custodian's, custodian/maintenance person's shift, the Board may assign a custodian, custodian/maintenance person to a different shift by giving notice of such change of assignment as early as practically possible.

C. WORK YEAR

The work year shall be the period from July 1 of one calendar year to the subsequent June 30.

D. REST PERIODS

Custodians, custodial/maintenance persons shall be entitled to a fifteen (15) minute rest period after the first two (2) hours of work. Custodians, custodian/maintenance persons whose work day exceeds four (4) hours shall be entitled to a second fifteen (15) minute break after the completion of one-half (1/2) the regular work day.

E. OVERTIME PAY

1. Overtime pay shall be paid at the rate of one and one-half (1-1/2) times the custodian's, custodian/maintenance person's regular hourly rate of pay for all hours worked over forty (40) in any work week. For a custodian, custodian/maintenance person whose pay is based upon an annual salary, the regular hourly rate of pay will be determined by dividing the annual salary by number of weeks by number of hours in a week. Overtime for custodians, custodian/maintenance persons shall be provided on a rotating basis.
2. Overtime work for custodians, custodian/maintenance persons will be scheduled in a continuous cycle by seniority as required for the work but they may be assigned for a shift other than their normally assigned shift.

3. Scheduled overtime work shall be divided as equally as possible in a continuous cycle by seniority among qualified employees. A qualified employee is one who can perform the full requirements as normally performed in a job classification for which the overtime is scheduled.
4. There shall be a two (2) hour minimum call-in time.

F. SHIFT DIFFERENTIAL--CUSTODIANS

Custodians, custodian/maintenance persons who work a shift beginning on or after 3:00 p.m. and work said shift for a full week shall receive a shift differential of seven (7%) percent of the weekly salary for any week so worked.

G. HOLIDAY SCHEDULE

The Board approves the following calendar of holidays:

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King's Birthday
Presidents' Day
Good Friday
Easter Monday
Memorial Day

If the school is in session on any of these days, then the Board is not required to grant a holiday on that day. If Christmas Eve, Christmas Day, New Year's Eve, New Year's Day or Independence Day fall on a Saturday or Sunday, a compensatory day will be provided, by mutual agreement between the Board and employee.

H. HOLIDAY AND WEEKEND PAY

1. Each full-time, regular custodian, custodian/maintenance person must work the scheduled work day before and after a holiday to be paid for the holiday. If a custodian is absent the day before or the day

after the holiday, he/she must provide a medical certificate to be paid for the holiday.

2. Custodians, custodian/maintenance persons who work holidays shall be paid double time (one additional day's pay).
3. Custodians, custodian/maintenance persons who work on Saturday or Sunday (except the regular shift that begins on Sunday night) shall be paid time and one-half (one-half (1/2) additional pay).

I. VACATIONS

1. a. Each full-time regular custodian, custodian/maintenance person who on July 1 of each year has completed six (6) months or more of continuous service with the Board since his/her last day of employment, will be entitled to vacation with pay in accordance with the following schedule:

<u>Completion of Continuous Service</u>	<u>Vacation Period</u>
6 months but less than 1 year	5 working days
1 year but less than 4 years	10 working days
4 years to less than 6 years	12 working days
6 years to less than 10 years	15 working days
On the July 1st following the completion of ten (10) years of service	20 working days

- b. Time accumulated for vacation purposes will start at the anniversary of employment as modified under d. below.
 - c. When the date of employment is on or before the 16th of the said month will be considered a full month of service for vacation purposes.
 - d. Employees hired on or after July 1, 1989, shall be credited with vacation on the July 1 following the commencement date of employment if they have worked at least six (6) months. Thereafter, they shall be credited with earned vacation on the July 1 following the anniversary date.
2. Vacation leave will be approved with due consideration of the needs of the school district.

All custodians, custodian/maintenance persons between April 15 and May 15, shall submit their vacation requests for the coming year on a form provided by the Board.

3. If there is a conflict in choice of vacation days by custodians, custodian/maintenance persons, preference will be given to custodians in order of seniority. If vacation days have already been granted to an employee, those dates cannot be rescinded due to a later request by a more senior employee.
4. Normally custodians, custodian/maintenance persons must take their vacation each year within twelve (12) months from the eligibility date (July 1). Requests to carry over unused vacation time must be submitted in writing to the Superintendent at least thirty (30) days before the end of the fiscal year. Such requests shall be granted only if in the judgment of the Superintendent, exceptional circumstances warrant doing so.
5. Paychecks will be given to custodial, custodial/maintenance personnel on the last day prior to vacation provided the paycheck (i.e., payday) is to be paid during the vacation.
6. For any unused vacation time not carried over, custodians, custodian/maintenance persons shall be paid the regularly daily pay for each day not used. Payment shall be made on or about June 30th.
7. During the winter vacation, when school is not in session, all custodial personnel shall be permitted to use their vacation days provided that these requests do not leave any less than two employees per building working on any given day.

J. UNIFORMS

Upon ratification of this Agreement by the Association and approval by the Board of Education, custodians, custodian/maintenance personnel will be provided with work clothing. The Board of Education retains discretion to determine specific clothing items. Custodians, custodian/maintenance personnel shall receive an \$80 shoe allowance for work shoes each year with purchase order. Custodians, custodian/maintenance personnel will receive two (2) school tee shirts in

addition to their regular uniform. Uniforms must be worn during the school year.

K. SENIORITY

1. Seniority is defined as the length of a custodian, custodian/maintenance person's service in the school district that shall date from the custodian's most recent hiring. The Board and the Association agree to jointly develop a seniority list with respect to all custodians, which list, when developed shall be signed by both parties and shall be considered binding.
2. After completion of the 30 day probationary period, a custodian, custodian/maintenance person's record of continuous service will date back to the original date of employment. Effective upon the date of ratification of the 1994-1997 contract, this shall be a 60 day probationary period.

L. When custodial/maintenance positions are going to be added or become available, in order to ensure fair and competitive practices, notice of job opportunities shall be given to unit members. Current custodial staff shall have the opportunity to bid for the position.

- M.
1. When the Board requires a custodial or maintenance employee to obtain or hold a license, the Board shall pay all fees associated with that license.
 2.
 - a. The Board shall appropriate \$500 in each year of the Agreement to establish a Vocational Course refund program to make funds available to all custodial/maintenance personnel for approved vocational courses.
 - b. In order for course tuitions and fees to be reimbursed, the employee must receive written approval from the Superintendent prior to enrolling in the course. In order to be approved, the course must be of value to the District as determined by the Superintendent. The employee must present proof that he/she satisfactorily completed the course in order to receive reimbursement.

ARTICLE 19

SECRETARIAL PERSONNEL

A. WORK YEAR

The work year for 12 month secretaries/library clerks shall be July 1 through June 30. The work year for 10 month secretaries/library clerks shall be September 1 through June 30.

B. HOURS OF WORK

All full-time secretaries/library clerks shall work eight (8) hours per day, inclusive of a thirty (30) minute lunch period. During July and August, all full-time secretarial personnel will work seven and one-half (7-1/2) hours inclusive of lunch and breaks.

C. REST PERIODS

Secretaries/library clerks shall be entitled to a fifteen (15) minute rest period in each the a.m. and p.m. at such time as shall be mutually agreed upon with the secretary and her/his immediate supervisor.

D. WORK DAY

Reasonable hours encompassing the work day will be established by the Superintendent or immediate supervisor.

E. OVERTIME PAY

Overtime pay shall be paid at the rate of one and one-half (1-1/2) times the secretary's/library clerk's regular hourly rate of pay for all hours worked over forty (40) in any work week. For a secretary/library clerk, whose pay is based upon an annual salary, the time plus one-half rate will be computed by dividing the annual salary by the number of weeks in the work year, dividing the result by the number of hours in the work week, and multiplying the latter result by one and one-half (1-1/2). At the option of the secretary/library clerk, overtime may be taken as compensatory leave at such times as shall be approved by the secretary's immediate supervisor.

F. SCHOOL CLOSINGS

Secretaries/library clerks in the Association shall not be required to work on days on which the schools are closed due to weather conditions or emergency closing.

G. HOLIDAY SCHEDULE

1. All ten (10) and twelve (12) month secretaries/library clerks, shall be entitled to paid holidays coinciding with days during the school year upon which the schools of the Shamong Township School District are closed for the purpose of observing such holidays pursuant to the "school calendars" adopted by the Board.
2. A secretary/library clerk shall work on such a holiday by mutual agreement between the secretary and the Superintendent. Compensatory time shall be granted for such work on a holiday provided by mutual agreement between the Superintendent and secretary.
3. In addition, twelve (12) month secretaries/library clerks shall be entitled to the paid holidays of Independence Day and Labor Day. If Independence Day falls on a Saturday or Sunday, a compensatory day will be provided by mutual agreement between the Superintendent and the secretary.

H. VACATION

1. All twelve (12) month secretaries/library clerks, who on July 1 of each year, have completed six (6) months or more of continuous service with the Board since their last day of employment, will be entitled to vacation with pay in accordance with the following schedule:

<u>Completion of Continuous Service</u>	<u>Vacation Period</u>
6 months but less than 1 year	5 working days
1 year to less than 4 years	10 working days
4 years to less than 6 years	12 working days
6 years or more	15 working days

Time accumulated for vacation purposes will start at the anniversary of employment. Employees hired on or after July 1, 1989, shall be credited with vacation on the July 1 following the commencement

date of employment if they have worked at least six (6) months. Thereafter, they shall be credited with earned vacation on the July 1 following the anniversary date.

2. Vacation leave will be approved with due consideration of the needs of the school district. Vacations must normally be taken during the months of June (after the close of school), July or August. All secretaries/library clerks shall submit requests between April 15 and May 15 for the coming year on a form provided by the Board.
 3. If there is a conflict in choice of vacation dates by secretaries/library clerks preference will be given to secretaries in order of seniority.
 4. Normally, secretaries/library clerks must take their vacation each year within twelve (12) months from the eligibility date (July 1). Requests to carry over unused vacation time must be submitted in writing to the Superintendent at least thirty (30) days before the end of the fiscal year. Such requests shall be granted only if in the judgment of the Superintendent, exceptional circumstances warrant doing so.
 5. Paychecks will be given to the secretaries/library clerks on the last day prior to vacation provided the paycheck (i.e., payday) is to be paid during the vacation.
 6. For any unused vacation time not carried over, secretaries/library clerks shall be paid the regular daily pay for each day not used. Payment shall be made on or about June 30th.
- I. Any vacancies that occur shall be adequately publicized to the appropriate unit members.

ARTICLE 20

TEACHER AIDES/TEACHER ASSISTANTS

A. Employment

In order to be eligible for an increment, a ten-month teacher aide or teacher assistant must have worked or been on approved paid leaves of absence under the terms

of this contract at least ninety-three (93) or more days during the contract year.

B. School Day

Teacher aides/teacher assistants will have a six and one-half hour (6-1/2) day, lunch inclusive, hours to be assigned by the administration.

C. Assignment

1. In emergency situations only, the administration may use a teacher assistant to cover a class for a teacher. The administration will insure that it makes provisions for the teacher assistant's cooperating teacher's thirty (30) minute duty free lunch. The administration also agrees that substitute lists will be exhausted, whenever possible, prior to assignment of a teacher assistant to a substitute duty.
2. The Board agrees to pay a teacher assistant their regular salary plus \$12.00 per day for each full day and \$6.00 for a half day or less in which they act as a substitute teacher. Payment of such monies shall be claimed by voucher and shall be paid once a month.

D. Voluntary Transfer and Reassignments of Teacher Aide/Teacher Assistants

Teacher aides and teacher assistants have the option to apply for an open position prior to public advertisement. Known vacancies for the following year for teacher aides/teacher assistants will be posted by April 30th of each school year plus vacancies during the year will be posted.

E. Professional Development and Educational Improvement for Teacher Aides/Teacher Assistants

Reimbursement of up to \$65.00 per graduate or undergraduate credit will be granted upon completion of an approved graduate or undergraduate course. Approved courses will be determined by the Superintendent who will evaluate the educational relevance of a course to the teacher aide's/teacher assistant's duties. There shall be a limit of six (6) credit hours per semester with a maximum of twelve (12) credits per year.

F. Movement on the Salary Schedule

When a teacher aide possesses a substitute teaching certificate and therefore gains the title of teacher assistant, the individual will be placed on the first step of the teacher assistant guide which will provide her/him with a salary increase.

- G. Any vacancies that occur shall be adequately publicized to the appropriate unit members.

ARTICLE 21

CAFETERIA STAFF--WORK DAY, WORK YEAR

- A. All cafeteria staff employees shall work a five and one-half (5-1/2) hour day inclusive of a 30 minute lunch period.
- B. The work year for cafeteria employees shall be the same as that worked by the food service management's employees. This year may include some work days in August.
- C. Cafeteria staff employees shall not be required to work on days when schools are closed due to weather conditions or due to emergency closings.

ARTICLE 22

GRIEVANCE PROCEDURE FOR UNIT MEMBERS

A. DEFINITIONS

1. Grievance

A "Grievance" is a claim by a unit member of the Association based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting a unit member or a group of unit members.

B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the

problems which may from time to time arise affecting unit members. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE

1. Time Limits

Since it is important that grievances be processed as rapidly as possible, 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 specified may, however, be extended by mutual agreement. Failure on the part of a unit member to comply with the time limits shall result in a waiver of the right to proceed to the next level. Failure by the Board to comply with time limits at Level Three shall result in a granting of the grievance.

2. Year-End Grievances

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, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, 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 practicable.

3. Time Restriction

An aggrieved unit member shall institute action under the provisions hereof within twenty (20) work days or thirty (30) calendar days, whichever is shorter, following the occurrence complained of when it affects the unit member. Failure to act within said twenty (20) work day period or thirty (30) calendar day period shall be deemed to constitute an abandonment of the grievance.

4. Level One - Principal

A unit member with a grievance shall first discuss it with his/her principal or immediate supervisor either directly or through the Association's designated representative, with the objective of resolving the matter informally.

5. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) work days after the presentation of the grievance, he/she may file the grievance in writing with the Association within five (5) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association shall refer it in writing to the Superintendent of Schools. The writing shall specify:

- a. Nature of grievance.
- b. Results of prior discussions.
- c. Basis for his/her dissatisfaction with the determination.

6. Level Three - Board of Education

If the unit member of the Association is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) work days after the grievance was delivered to the Superintendent, the unit member may submit the grievance to the Board. Said request shall be made to the Board within ten (10) school days from the above disposition, shall be in writing, and shall specify the following:

- a. Nature of grievance.
- b. Results of prior discussion.
- c. Basis for his/her dissatisfaction with the determination.

A copy of this statement shall be furnished to the Superintendent.

7. Level Four - Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, he/she may, within five (5) days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines

that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

- b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with the representative of the Board and Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) days from the date of the close of hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator may add nothing to modify or subtract anything from the Agreement between the parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the

Association. Any other expenses incurred shall be paid by the party incurring same.

D. RIGHTS OF UNIT MEMBERS TO REPRESENTATION

1. Unit Members and Association

Any aggrieved person may be represented at all stages of the grievance by himself/herself, or, at his/her option, by a representative selected or approved by the Association. When a unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. MISCELLANEOUS

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance in writing to the principal directly and the processing of such grievance shall be commenced at Level One. The Association may process such a grievance procedure even though the aggrieved person does not wish to do so.

2. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Level Two and Level Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and the Association.

3. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed

in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Meetings and Hearings

All the 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 the Article.

5. Levels

Grievances pertaining to violation of this Agreement go through Level One, Level Two, Level Three and Level Four. Grievances pertaining to policies or administrative decisions affecting a unit member or group of unit members are not subject to arbitration.

ARTICLE 23

BOARD'S RIGHTS

A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations

1. to direct employees of the school district;
2. to hire, promote, transfer, assign and retain employees in positions in the school district, and to suspend, demote, discharge or take other disciplinary action against employees;
3. to relieve employees from duty because of lack of work or for other legitimate reasons;
4. to maintain efficiency of the school district operations entrusted to them;
5. to determine the methods, means and personnel by which such operations are to be conducted;
6. to establish reasonable work rules; and

7. to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- B. This Agreement represents and incorporates the complete and final understanding in settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

ARTICLE 24

JUST CAUSE

No employee shall be disciplined or reprimanded without just cause. "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 individual contracts. Non-renewal of a non-tenured teacher is not "discipline" under this provision.

ARTICLE 25

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1994 and shall continue in effect until June 30, 1997, subject to the Association's right to negotiate over a Successor Agreement as provided in Article 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. The parties agree to establish an ad hoc committee which has as its purpose the study of the guides contained in the contract and alternatives for future guide development. The committee will consist of two Board members and two members appointed by the Association. The Board members may be assisted by its administrative staff and its labor relation consultant. The Association members may be assisted by NJEA consultants.

The parties agree that the members of the ad hoc committee will undertake a comprehensive review of existing guides and make recommendations to their respective bargaining teams. Parties will study alternative guide approaches.

The ad hoc committee will begin its work no later than January 15, 1996, and will present a report to each respective party before the commencement of negotiations for the successor contract.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary and its Corporate Seal to be placed hereon, and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its Corporate Seal to be placed hereon, all on the day and year first written above.

SHAMONG TOWNSHIP
EDUCATION ASSOCIATION

BY Charles H. Massey
President

BY Caroline Kerfoot
Secretary

SHAMONG TOWNSHIP
BOARD OF EDUCATION

BY [Signature]
President

BY Suzanne Clark
Secretary

SCHEDULE A
TEACHERS' SALARY SCHEDULE
1994-1995

<u>YRS. OF EXPERIENCE AS OF 6/30/94</u>	<u>STEP</u>	<u>BA</u>	
0	1	\$ 31,818	BA+15 = \$1,040
1	2	32,068	
2	3	32,318	BA+30 = \$2,080
3	4	32,568	
4	5	32,961	MA = \$3,120
5	6	33,238	
6	7	33,953	MA+15 = \$4,160
7-11	8	35,070	
12	9	36,253	MA+30 = \$5,200
13	10	37,484	
14	11	38,725	
15	12	40,003	
16	13	41,406	
17	14	45,164	
18	15	48,921	
19+	16	53,198	

SCHEDULE A
TEACHERS' SALARY SCHEDULE

1995-1996

YRS. OF
EXPERIENCE
AS OF
6/30/95

STEP

BA

0	1	\$ 32,568
1	2	32,818
2	3	33,068
3	4	33,318
4	5	33,568
5	6	33,961
6	7	34,506
7	8	35,641
8-12	9	36,844
13	10	38,095
14	11	39,356
15	12	40,656
16	13	43,047
17	14	46,797
18	15	50,647
19+	16	54,597

BA+15 = \$1,060

BA+30 = \$2,120

MA = \$3,180

MA+15 = \$4,240

MA+30 = \$5,300

SCHEDULE A
TEACHERS' SALARY SCHEDULE

1996-1997

<u>YRS. OF EXPERIENCE AS OF 6/30/96</u>	<u>STEP</u>	<u>BA</u>	
0	1	\$ 33,318	BA+15 = \$1,075
1	2	33,568	
2	3	33,818	BA+30 = \$2,150
3	4	34,068	
4	5	34,318	MA = \$3,225
5	6	34,568	
6	7	34,961	MA+15 = \$4,300
7	8	35,994	
8	9	37,209	MA+30 = \$5,375
9-13	10	38,472	
14	11	39,746	
15	12	41,058	
16	13	43,473	
17	14	47,233	
18	15	51,283	
19+	16	55,683	

SCHEDULE B

EXTRA-CURRICULAR ACTIVITIES

A written job description is available for each extra-curricular activity.

The activities divided into each category have a base salary. Stipends are per activity. If more than one teacher directs an activity, stipend will be divided appropriately except where more than one advisor is noted (for example, "(2)").

<u>CATEGORY I</u>	<u>CATEGORY II</u>	<u>CATEGORY III</u>
(more than 120 hrs. per school year)	(more than 70 hrs. per school year)	(more than 30 hrs. per school year)
<u>1994-1995</u>	<u>1994-1995</u>	<u>1994-1995</u>
Stipend - \$1,726	Stipend - \$1,320	Stipend - \$1,109
<u>1995-1996</u>	<u>1995-1996</u>	<u>1995-1996</u>
Stipend - \$1,821	Stipend - \$1,393	Stipend - \$1,170
<u>1996-1997</u>	<u>1996-1997</u>	<u>1996-1997</u>
Stipend - \$1,912	Stipend - \$1,463	Stipend - \$1,229
Band Basketball (boys) Basketball (girls) Cheerleading (2) Ecology 8th Grade Advisor Student Newspaper Yearbook	Chorus Gymnastics-Compt. Field Hockey Fine Arts-Art -Drama -Music School Store Science Fair Coord Soccer Softball (boys) Softball (girls) Wrestling	Art Club-IMS Chess Club Computer Club Gymnastics-IMS Gymnastics- non-competitive Music Club-IMS Track

*Note: When evidence is produced from maintenance of time log, movement may be considered between the category column at the end of each school year.

<u>PER ISSUE PLAN</u>	<u>1994-1995</u>	<u>1995-1996</u>	<u>1996-1997</u>
Literary Magazine (1 issue annually)	\$ 521	\$ 550	\$ 577
Newsletter (4 issues annually)	224	236	248
ISIP (new)	34	36	38
ISIP (update)	16	17	18

HOURLY

Summer Curriculum *	\$ 28	\$ 30	\$ 31
Curriculum during year *	18	19	20
Home Instruction	23	24	25

* Curriculum Note: Minor revisions following administrative review shall be completed without additional compensation.

<u>SUPERVISORS</u>	<u>1994-1995</u>	<u>1995-1996</u>	<u>1996-1997</u>
Lunchroom	\$ 2122 per person	\$ 2239 per person	\$ 2351 per person
Bus Aide	823 per person	868 per person	911 per person

SCHEDULE C

CUSTODIAN SALARY GUIDE

1994-1997

<u>STEP</u> <u>93-94</u>	<u>STEP</u> <u>94-95</u>	<u>1994-1995</u>	<u>STEP</u> <u>94-95</u>	<u>STEP</u> <u>95-96</u>	<u>1995-1996</u>	<u>STEP</u> <u>95-96</u>	<u>STEP</u> <u>96-97</u>	<u>1996-1997</u>
***	1	\$ 15,516	***	1	\$ 16,049	***	1	\$ 16,521
1	2	15,827	1	2	16,370	1	2	16,851
2	3	16,143	2	3	16,697	2	3	17,188
3	4	16,466	3	4	17,031	3	4	17,532
4	5	16,927	4	5	17,372	4	5	17,883
5	6	17,403	5	6	17,858	5	6	18,240
6	7	17,890	6	7	18,360	6-7	7	19,278
7	8	18,665	7	8	18,874	8	8	19,818
8	9	19,472	8	9	19,691	9-10	9	22,704
9	10	20,398	9	10	20,543	11-12	10	25,662
10	11	22,704	10	11	22,704			
11-12	12	24,000	11-12	12	24,675			

CUSTODIAN/MAINTENANCE SALARY GUIDES

1994-1997

<u>STEP</u> <u>93-94</u>	<u>STEP</u> <u>94-95</u>	<u>1994-1995</u>	<u>STEP</u> <u>94-95</u>	<u>STEP</u> <u>95-96</u>	<u>1995-1996</u>	<u>STEP</u> <u>95-96</u>	<u>STEP</u> <u>96-97</u>	<u>1996-1997</u>
***	1	\$ 17,016	***	1	\$ 17,549	***	1	\$ 18,021
1	2	17,327	1	2	17,870	1	2	18,351
2	3	17,643	2	3	18,197	2	3	18,688
3	4	17,966	3	4	18,531	3	4	19,032
4	5	18,427	4	5	18,872	4	5	19,383
5	6	18,903	5	6	19,358	5	6	19,740
6	7	19,390	6	7	19,860	6-7	7	20,778
7	8	20,165	7	8	20,374	8	8	21,318
8	9	20,972	8	9	21,191	9-10	9	24,204
9	10	21,898	9	10	22,043	11-12	10	27,162
10	11	24,204	10	11	24,204			
11-12	12	25,500	11-12	12	26,175			

+ 7% BASE PAY NIGHT SHIFT DIFFERENTIAL.

+ \$500 FOR BLACK SEAL LICENSE.

NOTE: The Custodian/Maintenance Salary on a step is \$1500 above the Custodian salary on the same step.

SCHEDULE D
SECRETARY/LIBRARY CLERK SALARY GUIDE
1994-1997

<u>STEP</u> <u>93-94</u>	<u>STEP</u> <u>94-95</u>	<u>1994-1995</u>	<u>STEP</u> <u>94-95</u>	<u>STEP</u> <u>95-96</u>	<u>1995-1996</u>	<u>STEP</u> <u>95-96</u>	<u>STEP</u> <u>96-97</u>	<u>1996-1997</u>
***	1	\$ 18,730	***	1	\$ 18,914	***	1	\$ 19,789
1	2	19,104	1	2	19,292	1	2	20,185
2	3	19,487	2	3	19,678	2	3	20,589
3	4	19,876	3	4	20,071	3	4	21,001
4	5	20,274	4	5	20,473	4	5	21,421
5	6	20,679	5	6	20,882	5	6	21,849
6	7	21,093	6	7	21,300	6	7	22,286
7	8	21,515	7	8	21,726	7	8	22,732
8	9	21,945	8	9	22,160	8	9	23,186
9	10	22,800	9	10	22,603	9	10	23,650
10	11	23,685	10	11	23,500	10	11	24,123
11-12	12	25,009	11-12	12	25,820	11-12	12	26,853

SCHEDULE E
TEACHER ASSISTANT SALARY GUIDE

1994-1997

<u>STEP</u> <u>93-94</u>	<u>STEP</u> <u>94-95</u>	<u>1994-1995</u>	<u>STEP</u> <u>94-95</u>	<u>STEP</u> <u>95-96</u>	<u>1995-1996</u>	<u>STEP</u> <u>95-96</u>	<u>STEP</u> <u>96-97</u>	<u>1996-1997</u>
***	1	\$ 11,024	***	1	\$ 11,264	***	1	\$ 11,478
1	2	11,333	1	2	11,579	1	2	11,799
2	3	11,655	2	3	11,904	2	3	12,129
3	4	11,986	3	4	12,242	3	4	12,469
4	5	12,321	4	5	12,589	4	5	12,823
5	6	12,668	5	6	12,942	5	6	13,187
6	7	13,025	6	7	13,306	6	7	13,556
7	8	13,694	7	8	13,694	7	8	13,938
8	9	14,445	8	9	14,445	8	9	14,344
9	10	15,196	9	10	15,357	9	10	15,131
10	11	15,945	10	11	16,457	10	11	16,086
11-12	12	16,793	11-12	12	17,557	11-12	12	18,008

1994-1995

+75 = \$195
+90 = \$391
+105 = \$586
+BA/SCI = \$782

1995-1996

+75 = \$206
+90 = \$412
+105 = \$618
+BA/SCI = \$825

1996-1997

+75 = \$216
+90 = \$433
+105 = \$649
+BA/SCI = \$867

SCHEDULE F
TEACHER AIDE SALARY GUIDE
1994-1997

<u>STEP</u> <u>93-94</u>	<u>STEP</u> <u>94-95</u>	<u>1994-1995</u>	<u>STEP</u> <u>94-95</u>	<u>STEP</u> <u>95-96</u>	<u>1995-1996</u>	<u>STEP</u> <u>95-96</u>	<u>STEP</u> <u>96-97</u>	<u>1996-1997</u>
***	1	\$ 9,073	***	1	\$ 9,558	***	1	\$ 10,035
1	2	9,254	1	2	9,749	1	2	10,236
2	3	9,440	2	3	9,944	2	3	10,441
3	4	9,628	3	4	10,143	3	4	10,649
4	5	9,821	4	5	10,346	4	5	10,862
5	6	10,017	5	6	10,553	5	6	11,080
6	7	10,218	6	7	10,764	6	7	11,301
7-8	8	10,422	7	8	10,979	7	8	11,527
9	9	10,630	8	9	11,199	8	9	11,758
10	10	11,025	9-10	10	11,423	9-10	10	11,993

1994-1995
+15 = \$200
+30 = \$400
+45 = \$600

1995-1996
+15 = \$211
+30 = \$422
+45 = \$633

1996-1997
+15 = \$223
+30 = \$445
+45 = \$668

SCHEDULE G

(APPLIES TO SCHEDULE E AND SCHEDULE F PERSONNEL)

LONGEVITY

3-5 Years in district (4th-6th contract)	\$ 94.00
6-8 Years in district (7th-9th contract)	\$125.00
9+ Years in district (10th + contract)	\$157.00

Voluntary breaks in service shall result in loss of service time towards longevity. The time involved in an involuntary break in service (reduction in force) neither counts towards requisite service time for longevity nor results in any loss of time accrued before the involuntary break.

SCHEDULE H

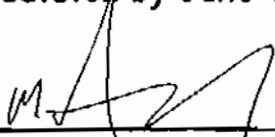
CAFETERIA STAFF

<u>1994-1995</u>	<u>1995-1996</u>	<u>1996-1997</u>
on leave	\$11,535	\$12,112
\$10,880	\$11,478	\$12,052

Sidebar Agreement

The signing of the Memorandum of Agreement on September 27, 1995 , and ratification of the 1994-1997 contract in late November by both the Board of Education and the Association and finally the delay in the printing and distribution of the actual contract will allow for the language on Sabbatical Leave to be suspended for the contract year 1994-1995.

A teacher applying for such a leave for the 1995-1996 school year must apply by April 15, 1995 and the Board of Education will notify all applicants of its decision by June 15, 1995.



Martin Reynolds, President, Shamong Twp. Bd. of Ed.



Geraldine C. Suleta , Chief Negotiator , S.T.E.A.

