

May 6, 1994

1269

**AGREEMENT**

**between**

**BOARD OF EDUCATION OF THE AREA  
VOCATIONAL-TECHNICAL SCHOOLS OF MERCER COUNTY**

**and**

**MERCER COUNTY VOCATIONAL EDUCATION ASSOCIATION**

**1993-94 to 1995-96**

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ARTICLE I

RECOGNITION

- A. The Board of Education of the Area Vocational-Technical Schools of Mercer County (hereinafter the "Board") hereby recognizes the Mercer County Vocational Education Association, an affiliate of the New Jersey Education Association, (hereinafter the "Association") as the exclusive representative for collective negotiations and grievances concerning terms and conditions of employment for the following full-time positions:

Classroom Teachers  
Teacher Aides  
Social Workers  
School Nurses  
Vocational Assessment Evaluators  
Secretaries  
Custodians and Painters  
Student Personnel Services Coordinators  
C.I.E. Coordinators  
Apprentice Coordinators

- B. Unless otherwise indicated, the term "employee" or "Association Member" when used hereinafter in this Agreement shall refer to all personnel represented by the Association in the negotiating unit as above defined. All references to males shall be read to cover females as well, except where specifically stated otherwise.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. 1. The parties agree to enter collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, in good faith and mutual respect to reach agreement on all mutually agreed upon negotiable matters concerning the terms and conditions of employment. Any agreement so negotiated shall apply to all personnel for whom the Association is authorized to negotiate; shall be reduced to writing; shall be submitted for adoption by appropriate action of the Board and the Association; and upon adoption shall be executed by both parties. The Board and the Association reserve the right to ratify or reject any tentative agreements reached by their negotiations committees.
2. During the first meeting of negotiations a calendar of negotiation meetings shall be established, a mutually



## ARTICLE IV

### ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

- A. Whenever any representative of the Association or any employee participates during working hours in negotiations, and grievance proceedings, he/she shall suffer no loss in pay.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings upon Principal's approval.
- C. The Association shall have the privilege of using school equipment with the permission of the Principal at the close of the regular school day when it is not being used for school purposes. The Association agrees that only experienced operators will use the equipment and that the Association will pay the cost of all materials and supplies. It is further understood that the use of school equipment shall be limited to that which is necessary for the preparation or reproduction of official Association communications or notices.
- D. The Association shall have in each school building, a bulletin board in a designated faculty lounge. The Association will also be assigned by the Principal space on the bulletin board in the main office for Association notices. Copies of all materials to be posted on such bulletin boards shall be furnished to the building Principal and shall be posted upon approval by the building Principal.
- E. The Association shall have the right to use the school mailboxes.

## ARTICLE V

### EMPLOYEES RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right, freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations or as stated in Title 34:13A-5.3 of the PERC law: "Except as hereinafter provided, public employees shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or to refrain from such activity." Alleged violations of this paragraph may be pursued before the Public Employment Relations Commission or any other appropriate legal forum, but shall not be arbitrable under Article VI of this agreement.

- B. No employee shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.
- C. The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly assigned functions during the workday.
- D. Employees shall be given a copy of any material concerning them which is placed in any file in the district at the time of insertion. In the event that a copy is not furnished, then the original shall not be used against the employee in any subsequent proceeding. The Board shall adopt a policy reflecting the content of this sub-paragraph and it shall become a part of the business record-keeping procedures of the school district. An employee shall have the right, upon request, to review the contents of his/her personnel file. An employee shall be entitled to have a representative of the Association accompany him/her during the review. At least once every three (3) years, an employee shall have the right to indicate those documents and/or other materials in the file which (s)he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent, and, if in his/her judgement, they are obsolete or otherwise inappropriate to retain, they will be destroyed. The Superintendent's judgement shall not be arbitrable. Pre-employment material is not available for review by the employee.
- E. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee, providing said activities do not violate any local, state or federal law and do not interfere with the orderly operation of the school.
- F. The Board and the Administration agree to support employees in the performance of their duties subject to accepted standards of professional, ethical and statutory educational responsibility. This support includes mutual courtesy as well as protection from personal attacks and reprimands in the presence of others.

## ARTICLE VI

### GRIEVANCE PROCEDURE

#### A. Definition

1. A Grievance is defined as a complaint by an employee, or employees, that there has been to him/her, or them, a personal injury or inconvenience because of a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, except that the term "grievance" shall not apply to: (a) any matter for which a method of review is prescribed by law, or (b) any rule or regulation of the State Commissioner of Education, or (c) any matter which, according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone, or (d) as complaint of a non-tenure employee which arises by reason his/her not being reemployed, or (e) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required.
2. Nothing herein contained shall be construed as limiting the right of any employee who feels unjustly treated having grievances to discuss matters informally with any appropriate member of the Administration, and having the grievance adjusted or resolved without the intervention of a Committee, provided the settlement is not inconsistent with the terms of this Agreement.
3. The Board of Education will make appropriate arrangements to assure that disabled persons can participate in the grievance process on the same basis as the non-disabled. Such accommodations may include but are not limited to the provision of interpreters or the assurance of a barrier-free location for the grievance hearing.

#### B. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the terms and conditions of employment.

#### C. Procedure

1. A grievance should be presented for consideration as promptly as possible, and in no event later than ten (10) school days after the Employee has become aware of the alleged occurrence.

If not filed in writing within this period, then the grievance shall be considered as waived.

2. The last decision given on any grievance in any of the first three (3) steps shall be considered a satisfactory adjustment unless, within seven (7) school days after the decision has been given, the procedure is carried forward to the next step by the aggrieved.
3. In the event the 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.
4. The procedure shall be as follows unless any step or steps thereof are waived, combined, or extended by mutual consent so stated in writing:

#### Level One

1. Any employee who believes he/she has a grievance shall discuss the alleged grievance with his/her immediate Supervisor/Principal in an attempt to resolve the matter informally at that Level.
2. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within the five (5) school days, he/she shall set forth his/her complaint in writing to his/her Supervisor/Principal. The Supervisor/Principal shall communicate his/her decision to the employee, in writing, within three (3) school days of receipt of the written complaint.

#### Level Two

The employee may appeal the Supervisor/Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be in writing and must set forth the grounds upon which the grievance is based. The Superintendent of Schools shall then confer with the concerned parties. He/she shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent of Schools shall communicate his/her decision in writing, along with supporting reasons, to the employee and the Supervisor/Principal.

#### Level Three

Any employee is hereby given the right to appeal the decision of the Superintendent of Schools to the School Board within ten (10)

school days of the receipt of the written decision with supporting reasons. The appeal shall be made by filing a Notice of Appeal with the School Board Secretary which notice shall be accompanied by a copy of the decision along with written reasons in support of the appeal. The School Board shall hold a hearing with the Employee, or Employees, if requested, and render a written decision within thirty (30) calendar days of receipt of the Notice of Appeal by the Board Secretary.

#### Level Four

The Association and the Board shall have the right to refer the decision of the Board to binding arbitration by written notice to the other party within ten (10) school days of receipt of the written decision of the Board.

The Public Employment Relations Commission shall be the agency used in selecting an arbitrator and in the arbitration procedures.

This arbitrator, in making his/her award, shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she shall not alter any part of the Agreement between the parties or any policy of the Board. The decision of the arbitrator shall be binding. Only the Board and the aggrieved and his/her representative(s) shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's award. The expense and salary for the services of the arbitrator shall be shared equally by the Board and the Association.

All meetings and hearings under the grievance procedures outlined in the four levels shall not be conducted in public. The Board and the aggrieved shall mutually respect confidences regarding public disclosure of the nature of the grievance through all levels of this process.

### ARTICLE VII

#### EMPLOYEE ASSIGNMENT

- A. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel.
2. Employees shall be notified of any changes in their schedules as soon as practicable.
3. Employees required by the Principal/Supervisor to use their own automobiles in the performance of their assignment shall

be reimbursed per mile for all such travel at the rate of \$.28 per mile.

#### ARTICLE VIII

##### POSITION OPENINGS

All vacancies in positions covered by this agreement shall be posted for at least seven (7) calendar days prior to the deadline for submission of an application. Postings shall occur in one location at Assunpink, Sypek, Health Occupations and Performing Arts.

#### ARTICLE IX

##### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A.
  - 1. The Superintendent and Supervisors of Staff agree to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.
  - 2. In-service programs shall be conducted during the in-school teacher workday, if teacher attendance is required.
  - 3. Whenever the Board of Education requires an in-service course, workshop, or seminar to be offered for the benefit of the system, all related charges approved by the Superintendent shall be paid by the Board.
  - 4. In addition to district-wide in-service programs, the Superintendent will act upon requests of individual employees for authorization to attend workshops, conferences or seminars for the purpose of professional or technical improvement. If approved, such authorization will include all costs related to the attendance at such activities including reasonable per diem allowance for meals, travel and lodging as appropriate.
- B. All teachers with emergency or provisional certification who achieve full certification will be granted an increase in annual salary by one increment and will be paid in accordance with the new salary rate upon receipt of certificate by the Superintendent's Office, commencing the payroll period following Board approval.

- C. After achieving full certification and receiving an increment as outlined above an instructor may still take professional development work and acquire a bachelor's degree or an advanced degree. The degree shall be presented to the Superintendent's Office for verification and the Superintendent will then make a recommendation to increase the instructor's salary by one increment, effective July 1 of the next school year. This only applies to those instructors who obtain the degree after July 1, 1975.
- D. The Board shall reimburse up to the amount of \$300.00 for each teacher and up to \$400.00 for each coordinator covered by this Agreement for courses taken at any accredited school, college or university toward a matriculated degree. In addition, those teachers who wish to pursue technical upgrading courses shall be reimbursed by the Board providing that written application is submitted prior to taking the course to the immediate Supervisor and Superintendent for approval. The Superintendent shall respond in writing within two (2) weeks of his/her receipt of the request. Payment shall be made upon receiving the tuition receipt and official transcripts of courses satisfactorily completed by the Superintendent's office.

#### ARTICLE X

##### EMPLOYEE EVALUATION

Performance appraisals of all personnel will be conducted at times as determined by the Principal and as requested by the Superintendent. All appraisals will be made out in triplicate; one copy for the Superintendent, one copy for the employee, and one copy to be maintained in the Principal's office.

#### ARTICLE XI

##### WORK YEAR

- A. Ten (10) month teachers, coordinators and aides shall work no more than 185 days per year. Twelve (12) month teachers and the Apprentice Coordinator shall work no more than 216 days per year. All newly employed teachers and aides shall be required to serve two (2) additional days prior to the commencement of the school year above and beyond the total number of working days for teachers contained in the school calendar for purposes of professional orientation. Ten (10) month coordinators may be called back to work as needed for up to ten (10) additional days per year; such days are to be scheduled adjacent to the beginning or the end of the

teacher work year or some combination thereof, or at some other time mutually agreed to by the administration and the coordinator. Compensation for such additional work shall be at their per diem rate.

B. The non-certificated staff shall work on all weekdays of the year except as follows:

1. they shall not be required to work on vacation days as provided in Article XIII of this Agreement.
2. they shall receive not less than thirteen (13) scheduled holidays in observance of the following:

July 4	Labor Day
Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Eve
Thanksgiving Friday	Christmas Day
Martin Luther King Day	New Year's Day
Good Friday	Memorial Day
Presidents' Day	

The exact schedule for the observance of these holidays shall be set annually by the Board.

3. they shall be guaranteed not less than ten (10) additional non-work days scheduled during or in lieu of Christmas and Easter breaks.

- C.
1. Whenever non-certificated staff are required to cover assignments to maintain office or building coverage on the scheduled non-work days provided under section B.3. of this Article, they shall receive equivalent compensatory time for each day worked.
  2. Whenever non-certificated staff are required or requested to work on the holidays provided under B.2. of this Article, they shall receive additional compensation in accordance with Article XII, B.4. and C.4. of this Agreement. The holiday shall count as a full day worked for purposes of determining when the threshold of forty (40) hours has been reached.
- D. Employees included under 18A:31-2 shall be permitted to attend both days of the Annual Convention of the New Jersey Education Association without loss of pay.
- E. Except as required under Article XII, Section C.7., employee attendance shall not be required when student attendance is not required due to inclement weather.

## ARTICLE XII

### WORKDAY

- A. 1. Teachers must check-in and check-out in the appropriate column of the personnel roster. Teachers are expected to be on the job at least fifteen (15) minutes before the start of the A.M. session and to remain fifteen (15) minutes after the close of the P.M. session of the school day. Student contact hours shall be five and one-half (5-1/2) hours per day, except that nurses engaged in a full clinical supervision day shall work seven and one-half (7-1/2) hours, with forty-five (45) minutes included for lunch and fifteen (15) minutes included for break.

Teachers may volunteer service in the district above and beyond these hours. Such time shall be considered as professional employment for insurance purposes.

2. The lunch period for teachers shall be forty-five (45) minutes per day.
3. Teachers who are required to work evenings shall be compensated. Attendance at Parents Night, Graduation and Students' Orientation Night shall continue to be on a voluntary basis without compensation.
- B. 1. The regular work hours for secretaries shall be:
- (a) From Labor Day until June 30: seven and three-quarter (7-3/4) hours per day, not extending beyond 4:00 p.m., nor beginning before 7:30 a.m.
- (b) From July 1 to Labor Day: seven (7) hours per day, not extending beyond 4:00 p.m., nor beginning before 7:30 a.m.
- (c) Actual hours shall be 8:15 a.m. to 4:00 p.m. except if altered by mutual agreement within the above parameters.
2. Secretaries shall receive a one (1) hour lunch per day.
3. The regular work week shall be Monday through Friday. The offices shall be closed on Saturdays unless program changes warrant a readjustment of working days.
4. When additional time beyond regular hours is needed to do the work assigned, such time shall be paid at a rate equal to the

regular hourly rate up to forty (40) hours per week, and one and one-half (1-1/2) times the regular hourly rate for hours beyond forty (40) per week.

- C.
1. Custodial employees shall have a five (5) day, forty (40) hour work week as scheduled by the Supervisor of Buildings and Grounds. From July 1 to Labor Day they shall work one-half (1/2) hour less per day.
  2. Custodial employees shall receive a one-half (1/2) hour lunch per day.
  3. Custodians working the evening shift shall receive a differential in the form of eight (8) hours pay for seven (7) hours of work.
  4. When additional time beyond regular hours is needed to do the work assigned, such time shall be paid at a rate equal to the regular hourly rate up to forty (40) hours per week, and one and one-half (1+1/2) times the regular hourly rate for hours beyond forty (40) per week.
  5. Custodians I and II shall alternately be responsible to check the boilers and equipment on weekends and holidays when school is not in session. They shall receive compensation of one and one-half (1+1/2) their hourly rate for at least four (4) hours of time.
  6. When custodians are called in on any emergency call when they would otherwise not be scheduled to work, such as weekends, holidays, or scheduled school recesses, they shall receive compensation of one and one-half (1+1/2) their hourly rate for at least four (4) hours of time.
  7. Custodial employees may be required to work during an emergency school closing. Custodial employees who work during an emergency school closing shall receive, in addition to a regular day's pay, payment at their regular hourly rate for each hour or fraction thereof actually worked.
- D.
1. Coordinators, who receive no extra compensation for night work, are not limited to specified hours, but are expected to give whatever time is necessary to accomplish the work assigned to them. They are expected to keep the office to which they are assigned informed as to where they are during the hours the office is open for business.
  2. The regular office hours for coordinators shall be:
    - (a) From Labor Day until June 30: 8:15 a.m. to 3:45 p.m.= 7-1/2 hours.

- (b) From July 1 to Labor Day: 8:45 a.m. to 3:45 p.m. = 7 hours.
  - (c) It is understood that when additional time is needed to do the work assigned, those involved will stay on the job a reasonable time without extra compensation.
- 3. Coordinators shall receive a one (1) hour lunch per day.
  - 4. The regular work week shall be from Monday to Friday. The office shall be closed on Saturdays unless program changes warrant a readjustment of working days.

### ARTICLE XIII

#### VACATIONS

- A. Vacations shall not be cumulative from one year to another. However, this shall not prohibit the Superintendent from permitting an employee to take a vacation earned by service in one school year within a reasonable period of time after the beginning of the next school year. The pay during the time of vacation shall represent the employee's regular salary amount approved for the particular school year.
- B. The time of all vacations shall be at the discretion of the Superintendent.
- C. No one who has been employed less than three (3) months shall be granted a vacation. During the first twelve (12) months of employment, secretaries and custodians shall earn three-quarters (3/4) of a day per month. During the remainder of the fiscal year following their first twelve (12) months of employment, they shall earn one and one-quarter (1-1/4) days per month. Beginning with the next fiscal year, they shall earn fifteen (15) days per year. Twelve (12) month coordinators and teachers shall receive twenty (20) days per year, prorated if they start after the beginning of the year.
- D. In figuring vacations, Saturdays, Sundays, and legal holidays shall not be counted.
- E. One week's vacation time may be taken in days.

## ARTICLE XIV

### SICK LEAVE

- A. Employees shall not be absent from work without first obtaining permission from the Superintendent, unless the absence is caused by personal illness which is covered by sick leave.
1. Sick leave is hereby defined to mean the absence from the employee's post of duty because of personal disability due to illness, injury, or because the employee has been excluded from school by the school's medical authorities on account of a contagious disease or of being quarantined for such a disease.
- B. They shall forfeit their pay for absence for any cause except Contingency Leave days and Personal Leave Days, outlined hereafter, except that the Superintendent shall have the authority to excuse upon request and at his discretion any employee for one day's absence from duty without forfeiture of salary.
- C. In case of personal illness, allowance of full pay will be made for twelve (12) days in any school year for 10-month employees and fourteen (14) working days in any school year for 12-month employees. If any such person requires in a school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be accumulated to be used for additional sick leave with full pay in subsequent years. Employees who report for work and become ill and have remained at work for at least one (1) hour shall only be charged one-half day against accumulated sick leave. Employees who become ill after being on the job four-and-one-half (4 and 1/2) hours will not be charged for a sick day deduction.
- D. In cases where any employee requires in any school year more than the allowable number of sick days plus his accumulated number of days from past years, the number of days over this allowable total will be reported to the Board of Vocational Education. He/she may receive full pay for these extra days when recommended by the Superintendent and approved by the Board of Education. A doctor's certificate stating the illness, the inability of the employee to report for work, and the period of such disability will be required in case of absence on account of personal illness for more than three consecutive working days.
- E. 1. Upon retirement under the rules and regulations of the New Jersey Teachers' Pension & Annuity Fund or the Public Employees Retirement System of New Jersey, the Board of Education of the Vocational Schools in the County of Mercer shall provide supplemental compensation for unused sick leave.

2. For employees hired and on the payroll prior to July 1, 1988, the procedure for determining compensation shall be fifty (50%) percent of the unused portion of sick leave accumulated with the Mercer County Vocational School District, as of July 1 of the last year of employment, times the daily rate of pay established by the existing guide at the time of retirement. For employees hired and on the payroll commencing on or after July 1, 1988, the procedure for determining compensation shall be fifty (50%) percent of the unused portion of sick leave accumulated with the Mercer County Vocational School District, as of July 1 of the last year of employment, times one-half the daily rate of pay established by the existing guide at the time of retirement.

3. For employees retiring during or at the end of the 1990-91 and 1991-92 school years, the maximum payments under this clause shall be as follows:

10-15 years of service in the district	\$15,000
16-20 years of service in the district	\$20,000
21 or more years of service in the district	\$25,000

For employees retiring during or at the end of the 1992-93 school year the maximum payments under this clause shall be \$1,000 per year of service in the district for certificated employees, and \$500 per year of service in the district for non-certificated employees.

4. To qualify for the supplemental compensation, personnel must submit written notification to the Superintendent of Schools on or before December 1, of their intention to retire the following July 1; if notification is provided after December 1, payment shall be made on or about the second July 1 following notification.
5. In the event of death of an employee prior to retirement, benefits payable under this section shall be paid to his/her estate.

F. In addition to paragraph E., employees shall be eligible annually to receive supplemental compensation based on the following:

1. "Eligible days" are those days accumulated each year over and above ten (10) days, i.e., the first ten (10) days per year of unused sick leave are not eligible for conversion to supplemental compensation but are accumulated per law as sick leave for use in the future or for supplemental compensation under paragraph D. upon retirement. Employees with ten (10)

days or less remaining of their annual allotment at year's end have no eligible days for annual supplemental compensation.

2. Days converted annually to supplemental compensation are not carried forward for use in the future as accumulated sick leave or supplemental compensation at retirement, but are permanently erased from the employee's sick leave account.
3. Payment shall be in accordance with paragraph E.2. above.
4. Payment shall be made in July for eligible days accumulated in the preceding school year.
5. Participation in the annual supplemental compensation program outlined above is voluntary.
6. Paragraph F. shall be interpreted and applied as follows:
  - a. The first payment under this paragraph shall be made in July, 1992.
  - b. Notice from an employee of a desire to receive payment in July, 1992, must be submitted by December 1, 1991, and notice of a desire to receive payment in any succeeding July must be received by the preceding December.
  - c. Payment in July, 1992, shall be based on the number of days an employee has accumulated as of June 30, 1992, compared to the number of days he/she earned during his/her years of employment in the district. No payment is available for the first ten (10) days of sick leave earned in each year based on the average number of days accumulated per year as of June 30, 1992. Therefore, the formula shall be:

Number of days earned since employment

- 10 x number of years of employment

equals number of days eligible for payment

All days relevant to this formula shall reflect pro-rating for any years of partial service.

- d. For employees who do not choose to receive this payment in July, 1992, but choose to do so in some future year, the above formula shall also apply when calculating their eligible days, i.e., they shall be paid for days over and above an average of ten (10) days earned per year since their employment.

- e. Sick days converted to supplemental compensation are not carried forward for use in the future as accumulated sick leave or for supplemental compensation at retirement, but are permanently erased from the employee's sick leave account.

## ARTICLE XV

### CONTINGENCY LEAVE DAYS

In addition to sick leave, absence without salary deduction shall be allowed in the amounts specified for each of the following cases, provided that the total number of days so used do not exceed six (6) in any one school year.

- A. In case of the death of a wife, husband, father, mother, brother, sister, child, in-law relative, grandparent or grandchild no deduction in salary will be made for absence on the four working days following such death.
- B. In the case of the death of a nephew, niece, uncle or aunt, no deduction in salary will be made for absence on the day of the funeral.
- C. In the case of sickness in the immediate family (See "A" above) no deduction will be made for one day of same sickness. A supervisor/principal or superintendent may require reasonable proof for contingency leave days.
- D. In case of absence by reason of court subpoena, no deduction in salary will be made, except where the absentee is a party to the suit.
- E. Persons employed as full-time permanent employees of Mercer County Vocational Schools will be entitled to four (4) days of Contingency Leave during the school year July 1 through June 30, for personal business, including religious observations.
- F. Contingency Leave will be granted only if written request is submitted in advance to the immediate Supervisor/Principal for review, who in turn will submit same to the Superintendent for approval.
- G. Contingency Leave will not be charged against vacation time, but cannot be taken in conjunction with vacation.
- H. Contingency Leave days remaining unused at the end of the school year will not be carried over into the next school year.

## ARTICLE XVI

### LEAVE OF ABSENCE

Leave of absence, particularly professional improvement leaves for tenured professional staff, shall be given full consideration by the Superintendent. The request should be made a reasonable time prior to the actual leave, thus allowing sufficient time for due consideration to be given to the employee's request and the school system. An explanation of the decision shall be returned in writing within a two week period of time after the request for the leave has been made.

## ARTICLE XVII

### MATERNITY LEAVE

The Board shall grant maternity and/or childcare leaves to any employee upon request subject to the following stipulations and limitations:

- A. 1. The Board shall grant a leave of absence for medical reasons associated with pregnancy on the same terms and conditions governing leaves of absence for other illness or medical disability as set forth in N.J.S.A. 18A:30-1 et seq. and Article XIV, "Sick Leave", of this Agreement. An employee on such a leave may, if she desires, use her accumulated sick leave for the period of disability related to her pregnancy and childbirth.
2. Any employee who becomes pregnant shall notify the Board of the anticipated due date at least three (3) months prior to said date. Such notification shall be accompanied by a certification from a physician regarding the anticipated due date.
3. Such employees shall notify the Board of the date on which they plan to commence their pregnancy disability leave thirty (30) days prior to the beginning of the leave. No physician's certification shall be required for leaves that commence within four (4) calendar weeks prior to the anticipated due date and terminate within four (4) calendar weeks after the anticipated due date. The Board may require the employee to produce a certificate from a physician in support of requested leave dates commencing earlier than four (4) calendar weeks prior to the anticipated due date or terminating later than four (4) calendar weeks after the anticipated due date. If the Board desires a second medical opinion the employee may, at her option, obtain said second opinion from the Board's

physician at Board expense or from a mutually agreed second physician at her own expense.

4. Employees who notify the Board of certain anticipated disability dates and who subsequently require medical leave earlier than the dates initially requested, or extending beyond the termination date originally requested, shall be entitled to use their accumulated sick leave during this additional period of time. The Board may require the employee to produce a certificate from a physician in support of the modified leave dates. If the Board desires a second medical opinion the employee may, at her option, obtain said second opinion from the Board's physician at Board expense or from a mutually agreed second physician at her own expense.
  5. Nothing in this Section A. shall be construed as limiting a pregnant employee's right to take disability sick time prior to giving notice whenever such need arises.
- B. Child-rearing leaves without pay shall be granted for the duration of the school year in which they commence and shall be renewed for tenured staff for one (1) additional year at the employee's request. Such leaves shall commence immediately following the period of pregnancy disability in the case of the mother, and at the point of childbirth in the case of the father. Such leaves shall be applied for at least sixty (60) school days prior to the requested commencement date.
  - C. Any employee adopting a child (up to his fifth (5th) birthday) shall be granted a child-rearing leave as set forth in paragraph B. above except that the leave shall commence upon physical custody of the child, or earlier if necessary to fulfill the requirements of the adoption agency, and application shall be made as soon as the employee has been approved by the adoption agency.
  - D. Any employee may request an early return to duty from a child-rearing leave by notifying the Superintendent of Schools in writing. The Superintendent shall respond with his decision within four (4) weeks of the request.
  - E. Advancement on the salary guide shall be as follows: The employee shall be granted a full salary step if he worked sixty-five (65%) percent of his work year, either ten (10) months or twelve (12) months, in which the leave commences. Paid sick leave shall count as time worked for purposes of salary guide movement.
  - F. Unpaid leaves under this Article shall not be counted for tenure attainment.

## ARTICLE XVIII

### PROTECTION OF TEACHERS AND PROPERTY

- A. The Board of Education and the Mercer County Vocational Education Association recognizes their responsibilities as defined in the following State Statutes: 18A:16-6; 18A:16-6.1; 18A:25-2; 18A:33-1; 18A:40-6.
- 18A:16-6 - Indemnity of officers and employees against civil actions
- 18A:16-6.1 - Indemnity of officers and employees in certain criminal actions
- 18A:25-2 - Authority over pupils
- 18A:33-1 - District to furnish suitable facilities; adoption of courses of study
- 18A:40-6 - In general (Health Measures)
- B. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate supervisor.
2. Such notification shall be immediately forwarded to the Superintendent, the Superintendent shall comply with any reasonable request from the employees for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in an appropriate way as liaison between the employee, the police, and the courts.
- C. Malpractice Insurance shall be paid by the Board for those instructors teaching in the Health Occupations, Practical Aide and Medical Assistant programs and the School Nurse, through the school's Blanket Malpractice Insurance Policy.

## ARTICLE XIX

### CLASS SIZE

- A. Educators are generally agreed that good teaching requires reasonable limits to be set on the number of students in particular shops, laboratories and classrooms. In order that the education offered by the Mercer County Vocational-Technical Schools shall be quality education, the Board will cooperate in a policy of establishing reasonable class sizes.

- B. Where class sizes exceed reasonable numbers, the concerned instructor shall have the right to consult with the Principal in reference to alleviating the condition.

## ARTICLE XX

### PAY

#### A. Salary:

1. Salary will be paid by check every two (2) weeks commencing July 1st, 1985. In addition, 10-month employees are hereby given the option of receiving their ten months' salary over a 12-month period commencing July, 1985.
2. Under no circumstances will the Mercer County Board of Vocational Education make payroll advances other than for vacation periods.
3. When an employee is absent from his/her post of duty due to an injury caused by an accident in the course of his/her employment, the Board shall continue payment of the employee's regular salary for a period of up to one year, but shall be reimbursed by the employee for the total amount of the Workmen's Compensation Award for wage replacement or in lieu of salary, but not beyond the amount paid during the disability period. If an employee receives an award or settlement from Worker's Compensation other than for wage replacement or in lieu of salary, that award or settlement shall not be reimbursable to the Board. During said temporary disability, the employee shall not be deducted for sick leave.
4. Salary Guide for all full time employees by job title covered by this Agreement is attached hereto and made a part hereof as Exhibit #1.

#### B. Increments:

1. Step increases are granted at the start of each new school year to all employees hired prior to March 1 of the preceding school year. If employment takes place after said date, those employees shall not receive a step increase.
2. An increment is not automatic. Increments can be granted annually only on the recommendation of the Superintendent and the approval of the Board. Increments can be given until the top step of the employee's classification has been reached.

3. An increment may be withheld by the Superintendent if service is unsatisfactory. Unsatisfactory performance can be attributed to "evaluation of job performance", "insubordination", "failure to comply with Mercer County School Board Policy", "lack of professional ethics", these reasons are not intended to be all-inclusive. The aggrieved employee has the right to appeal to the Mercer County Vocational School Board.

C. Salary Deductions:

1. The County Board of Vocational Education offers many benefits through payroll deductions. The only compulsory deductions are: Federal Income Tax, F.I.C.A. (Social Security), State Income Tax, and the New Jersey Public Employees' Retirement System, and/or Teachers Pension & Annuity Fund.
2. Contributory insurance is compulsory for one year. After the first year, contributory insurance may be discontinued, however, it may not be reinstated once discontinued.
3. Other possible optional deductions from salary or wages are: D.V.U.W. (Delaware Valley United Way), H.M.O. (Health Maintenance Program), Washington National, etc., as approved by the Board. Dues for M.C.V.E.A. shall be deducted annually for employees on payroll as of July 1.

D. Longevity Allowance:

1. The Board of Education shall provide a longevity allowance for employees in addition to their regular salary, as indicated:  
  
15 Years - An employee after the fifteenth (15th) year of employment with the school system shall receive a longevity allowance of \$500.00 plus the regular annual salary.  
  
20 Years - An employee after the twentieth (20th) year of employment with the school system shall receive a longevity allowance of \$700.00 plus the regular annual salary.  
  
25 Years - An employee after the twenty-fifth (25th) year of employment with the school system shall receive a longevity allowance of \$900.00 plus the regular annual salary.

- E. Whenever any non-certificated employee is designated by the immediate supervisor, principal or Superintendent to substitute for and perform the duties of another employee at a higher rank, the substituting employee shall receive the higher pay differential, based on his or her step on the higher-rank salary guide, beginning with the sixth (6th) consecutive day of such assignment.

ARTICLE XXI

FRINGE BENEFITS

A. Health Benefits Program:

1. The County Board of Vocational Education will provide medical insurance equivalent to the level of benefits provided in the 1993-94 school year, with the following modifications:

Deductibles shall be \$200 single/ \$400 family

Mandatory Surgical Second Opinion rider will be added

Pre-admission Certification rider will be added

The Board will cover all full-time employees covered by this Agreement and their dependents.

2. The County Board of Vocational Education will pay as of July 1, 1985, the premium for the full coverage for full-time employees covered by this Agreement and 100% for dependents coverage under the medical insurance plan referenced above. The Board will pay 100% of the cost of single coverage for employees hired on or after January 1, 1994. The Board will contribute the 1992-93 additional cost of parent/child (\$1,202), husband/wife (\$3,092) or family (\$4,042) coverage for new employees choosing parent/child, husband/wife or family coverage. The employee choosing such dependent coverage pays any additional cost for dependent coverage over and above the Board contribution, through payroll deductions. After four (4) years of employment, the Board will pay one hundred percent (100%) of the cost of dependent coverage.

B. Dental Plan:

The Board agrees to provide a Dental Plan to its employees, effective as of the date of execution of this Agreement, with premium paid by the Board, subject to 70% of employees' and spouse's family participation, as follows:

100% Employee

100% Second Party

50% Third Party

Note: If one does not enroll in the dental plan for the first year, he/she is not eligible for enrollment for the duration of this Agreement.

C. Prescription Plan:

The Total Base Cost for prescription drug insurance in 1990-1991 shall be defined as follows:

	<u>Rate</u>		<u>Number of Employees</u>		<u>Monthly Cost</u>
One party	\$ 25.87	x	27	= \$	698.49
Two party	51.74	x	26	=	1,345.24
Three party	68.83	x	<u>32</u>	=	<u>2,202.56</u>
Totals			85	\$	4,246.29/mo. <u>    x 12 mos.</u>
Total Base Cost					\$50,955.48/yr.

For 1993-94, the Board shall provide a Prescription Plan, including contraceptives, with a four dollar (\$4.00) generic/ seven dollar (\$7.00) namebrand co-pay provision, children up to age 23. If the Total Base Cost for 1993-94 is larger than the 1990-91 Total Base Cost, then 50% of the difference will be calculated. This amount will be divided by 85, and this figure (1/85) will be deducted from the salary of each employee in the bargaining unit, in equal deductions over the course of the ten month teacher work year. The Total Base Cost for 1993-94 shall be determined by multiplying the 1993-94 premium rates against the same distribution of 85 employees as utilized to calculate the Total Base Cost for 1990-91.

For 1994-95, the Board shall provide a Prescription Plan, including contraceptives, with a five dollar (\$5.00) generic/ ten dollar (\$10.00) namebrand co-pay provision, children up to age 23. If the Total Base Cost for 1994-95 is larger than the 1990-91 Total Base Cost, then 50% of the difference will be calculated. This amount will be divided by 85, and this figure (1/85) will be deducted from the salary of each employee in the bargaining unit, in equal deductions over the course of the ten month teacher work year. The Total Base Cost for 1994-95 shall be determined by multiplying the 1994-95 premium rates against the same distribution of 85 employees as utilized to calculate the Total Base Cost for 1990-91.

For 1995-96, the Board shall provide a Prescription Plan, including contraceptives, with a five dollar (\$5.00) generic/ ten dollar (\$10.00) namebrand co-pay provision, children up to age 23. If the Total Base Cost for 1995-96 is larger than the 1990-91 Total Base Cost, then 50% of the difference will be calculated. This amount will be divided by 85, and this figure (1/85) will be deducted from

the salary of each employee in the bargaining unit, in equal deductions over the course of the ten month teacher work year. The Total Base Cost for 1995-96 shall be determined by multiplying the 1995-96 premium rates against the same distribution of 85 employees as utilized to calculate the Total Base Cost for 1990-91.

The Association has the option to increase these co-pays if it desires.

D. Contributory Insurance:

The full-time employee covered by this Agreement must join the Group Life Insurance Plan for at least the first year of employment and he/she will pay the premium for this insurance as a payroll deduction. At his/her option, the full-time employee covered by this Agreement may discontinue this coverage any time after one year of service upon written notification of one month to the Payroll Department. However, once it has been discontinued, the insurance may not be reinstated.

E. Pension Plan:

The full-time employee covered by this Agreement is required to enroll in the Public Employees' Retirement System or Teachers' Pension & Annuity Fund, whichever is applicable. Upon written notification of induction into the Plan by the Pension Division, the required periodic contribution will be made as a payroll deduction on a regular basis by the Payroll Department. Should any back payments be required due to the delay in notification of enrollment in the Plan, such back payments will also be deducted automatically during the prescribed period.

F. Vision Care:

The Board shall provide a vision care plan for employees only, providing for an examination every twelve (12) months, and lenses and frames every twenty-four (24) months, with a \$20.00 deductible, all per the proposal from Vision Service dated May 7, 1987 and attached to the Memorandum of Agreement between the parties dated November 25, 1987. The Board will pay the full cost of the premium. The Board retains the right to change carriers as long as the level of benefits is the same.

G. Smocks:

1. All full-time instructors shall be provided with a smock for his/her use for instructional purposes. In addition, the nurses employed shall be provided with two (2) uniforms.

2. For custodians, the Board shall provide yearly, three (3) uniforms/smocks of good quality and one jacket. All clothing must bear the school logo, which will be provided.

The amount of \$40.00 shall be paid yearly to custodians and painters covered by this Agreement toward the purchase of one pair of heavy-duty work shoes. Proof of payment must be submitted to the Board Office for reimbursement.

The Board shall provide one pair of heavy-duty work gloves to those employees that require work gloves and a full length one piece raincoat of good quality for employees required to work in inclement weather.

3. For painters, the Board shall provide yearly two (2) uniforms (consisting of white pants and shirt) and one jacket. All clothing must bear the school logo, which will be provided.

#### H. MEMBERSHIP DUES

The Board shall assume the cost for coordinators for membership to Associations related to position and program areas for coordinators covered under this Agreement, as approved by the Superintendent. Life membership on the position shall be obtained, where applicable, to realize a greater saving to the Board. Also, the Board shall pay membership dues to Community Service Organizations as approved by the Superintendent.

#### I. CONVENTION ATTENDANCE

Requests by coordinators to attend conventions applicable to the school system, plus expenses to be incurred, shall be submitted to the Superintendent, and through the Superintendent, shall be brought to the attention of the Board.

### ARTICLE XXII

#### NOTIFICATION OF EMPLOYMENT, RETURN OR RESIGNATION

On or before April 30 of each school year, employees covered by this Agreement shall receive a statement as to their contracted salary or wage rate which indicates the Mercer County Vocational School Board's approval of same. In addition, a Return Notice Form will be included which indicates to the Mercer County Vocational School Board the employee's option to resign or to be considered for another position. A letter of resignation, including resignation to retire, shall be submitted sixty (60) days before termination of employment.

## ARTICLE XXIII

### MISCELLANEOUS

- A. 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 and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. The Board and the Association hereby agree that in the application and administration of this Agreement they will observe the State Law regarding non-discrimination on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

## ARTICLE XXIV

### AGENCY SHOP

The parties agree to implement an agency shop provision pursuant to New Jersey Statutes. This provision shall be effective upon the submission of an appropriate demand and return system to the Board.

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- A. the Board gives the Association timely notice in writing any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- B. if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

In the event that "agency shop" is declared to be unlawful by any State or Federal Court, then this Article shall be considered null and void and shall be removed from this contract.

ARTICLE XXV

DURATION OF AGREEMENT

The effective date of this Agreement shall be July 1, 1993, and this Agreement shall remain in full force and effect until June 30, 1996.

IN WITNESS WHEREOF, the parties to this Agreement have set their hands and seals, or caused this Agreement to be signed by their proper corporate officers.

MERCER COUNTY VOCATIONAL EDUCATION ASSOCIATION

By: Patrick Cerzo  
President

Date 5/27/94

By: Richard J. Chywicki  
Chairperson, Negotiations Committee

Date 5/27/94

BOARD OF EDUCATION OF THE AREA VOCATIONAL-TECHNICAL  
SCHOOLS OF MERCER COUNTY

By: [Signature]  
President

Date 5-17-94

By: Coralyn AlRayson  
Secretary

Date 5-17-94

SALARY GUIDE A

10-MONTH TEACHERS

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
							1	
				1	2		2	
1	1	32780	1	2	34280	2	3	35880
2	2	33150	2	2	34280	2	3	35880
3	3	33549	3	2	34280	2	3	35880
4	4	33981	4	3	35880	3	4	37580
5	5	34453	5	4	37580	4	5	39380
6	6	34924	6	4	37580	4	5	39380
7	7	35396	7	4	37580	4	5	39380
8	8	36847	8	5	39380	5	6	41280
9	9	38132	9	6	41280	6	7	43380
10	10	39761	10	7	43380	7	8	45480
11	11	41222	11	7	43380	7	8	45480
12	12	42674	12	8	45480	8	9	47580
13	13	44094	13	9	47580	9	10	49780
14	14	47022	14	10	49780	10	11	51880
15	15	48459	15	11	51880	11	12	53880
16	16	49912	16	11	51880	11	12	53880
17	17	51364	17	12	53880	12	13	55780
18	18	55998		13	55780	13	14	57480
			18	14	57480	14	15	59080
				15	59080	15	15	59080

Progression on the salary guide shall be as indicated above.

During the school year the Board will continue its practice in regard to attainment of certification or an advanced degree and the increment shall be defined by the above salary guides.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE B

12-MONTH TEACHERS

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
1	1	32675	1					
2	2	33147	2					
3	3	33618	3					
4	4	34091	4					
5	5	34562	5					
6	6	35034	6			1		38700
7	7	35506	7	1	38700	1	2	40300
8	8	36961	8	2	40300	2	3	41900
9	9	38419	9	3	41900	3	4	43500
10	10	39876	10	4	43500	4	5	45300
11	11	41333	11	4	43500	4	5	45300
12	12	42916	12	5	45300	5	6	46800
13	13	44498	13	6	46800	6	7	48700
14	14	46082	14	7	48700	7	8	50450
15	15	47664	15	8	50450	8	9	52200
16	16	49247	16	9	52200	9	10	54000
17	17	50830	17	10	54000	10	11	55600
18	18	52408	18					
19	19	53990	19	11	55600	11	12	57250
20	20	57154	20	12	57250	12	13	58900
21	21	60318	21	13	58900	13	14	60400
				14	60400	14	15	61900
				15	61900	15	16	63400
				16	63400	16	16	63400

Progression on the salary guide shall be as indicated above.

During the school year the Board will continue its practice in regard to attainment of certification or an advanced degree and the increment shall be defined by the above salary guides.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE C  
10-MONTH COORDINATORS

STEP		1993-94		STEP		1994-95		STEP		1995-96	
OLD	NEW			OLD	NEW	OLD	NEW	OLD	NEW		
										1	39500
1	1	39503		1	1	39500		1	2	41050	
2	2	39889		2	2	41050		2	3	42600	
3	3	40310		3	3	42600		3	4	44200	
4	4	40730		4	4	44200		4	5	45800	
5	5	41151		5	5	45800		5	6	47400	
6	6	43486		6	6	47400		6	7	49000	
7	7	45822		7	7	49000		7	8	50700	
8	8	48160		8	8	50700		8	9	52700	
9	9	50493		9	9	52700		9	10	54500	
10	10	52832		10	10	54500		10	11	56200	
11	11	54393		11	11	56200		11	12	57900	
12	12	55961		12	12	57900		12	13	59600	
13	13	58294		13	13	59600		13	14	61100	
14	14	60631		14	14	61100		14	14	61100	

Progression on the salary guide shall be as indicated above.

During the school year the Board will continue its practice in regard to attainment of certification or an advanced degree and the increment shall be defined by the above salary guides.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE D

12-MONTH COORDINATORS

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
			1	1	44800	1	1	45600
1	1	43705	2	2	46900	2	2	47700
2	2	44275	3	3	49000	3	3	49800
3	3	44707	4	4	51100	4	4	51900
4	4	45179	5	5	53200	5	5	54000
5	5	45650	6	6	55300	6	6	56100
6	6	46122	7	7	57400	7	7	58200
7	7	48739	8	8	59500	8	8	60300
8	8	51357	9	9	61600	9	9	62400
9	9	53979	10	10	63700	10	10	64500
10	10	56592	11	11	65800	11	11	66600
11	11	59213	12			12	12	68700
12	12	60964	13					
13	13	62720	14					
14	14	64476	14	12	67900	12	13	70800
				13	70000	13	14	72900
				14	72100	14	14	72900

Progression on the salary guide shall be as indicated above.

During the school year the Board will continue its practice in regard to attainment of certification or an advanced degree and the increment shall be defined by the above salary guides.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE E

AIDES

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
				1	14400	1	1	15000
1	1	13305	1	2	15000	2	2	15600
2	2	13777	2	3	15600	3	3	16300
3	3	14248	3	4	16300	4	4	17000
4	4	14720	4	5	17000	5	5	17750
5	5	15451	5	5	17000	5	5	17750
6	6	16184	6	5	17000	5	5	17750
7	7	16917	7	6	17750	6	6	18500
8	8	17651		7	18500	7	7	19350
9	9	18384	9	8	19350	8	8	20200
10	10	19117	10	9	20200	9	9	21050
11	11	19848	11	10	21050	10	10	22000
12	12	21240		11	22000	11	11	22950
13	13	22284	12	12	22950	12	12	23900
14	14	23506	13	13	23900	13	13	24750
			14	14	24750	14	14	25600

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE F

SECRETARIES GROUP I

STEP		1993-94		STEP		1994-95		STEP		1995-96	
OLD	NEW			OLD	NEW	OLD	NEW	OLD	NEW		
1	1		25938	1	1		25938	1	1		27239
2	2		26371	2	2		26625	2	2		27964
3	3		26803	3	3		27350	3	3		28689
4	4		27236	4	4		28075	4	4		29414
5	5		28114	5	5		28800	5	5		30139
6	6		28990	6	6		29600	6	6		30939
7	7		29869		7		30500	7	7		31839
8	8		30746	7	8		31500	8	8		32839
9	9		31625	8	8		31500	8	8		32839
10	10		32502	9	9		32750	9	9		34289
11	11		33379	10	10		33900	10	10		35439
12	12		34258	11	11		35050	11	11		36589
13	13		35795	12	12		36200	12	12		37739
14	14		37334	13	13		37350	13	13		38889
				14	14		38500	14	14		40039

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE G

SECRETARIES GROUP II

STEP		1993-94		STEP		1994-95		STEP		1995-96	
OLD	NEW			OLD	NEW	OLD	NEW	OLD	NEW		
										1	22350
1	1	22291		1	1	22350		1	2	23200	
2	2	22724		2	2	23200		2	3	24050	
3	3	23157		3	3	24050		3	4	24900	
4	4	23590		4	4	24900		4	5	25750	
5	5	24457		5	5	25750		5	6	26675	
6	6	25324		6	6	26600		6	7	27625	
7	7	26191		7	7	27500		7	8	28750	
8	8	27060		8	8	28750		8	9	30000	
9	9	27926		9	9	30000		9	10	31150	
10	10	28794		10	10	31150		10	11	32150	
11	11	29661		11	11	32150		11	12	33250	
12	12	30532		12	11	32150		11	12	33300	
13	13	32267			12	33250		12	13	34250	
14	14	34006		13	13	34250		13	14	35150	
				14	14	35150		14	14	35150	

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE H

SECRETARIES GROUP III

STEP		1993-94	STEP		1994-95	STEP		1995-96	
OLD	NEW		OLD	NEW		OLD	NEW		
							1	20650	
				1	2	20650	1	2	21575
1	1	20504	1	2	21575	2	3	22500	
2	2	20937	2	3	22500	3	4	23425	
3	3	21370	3	4	23425	4	5	24350	
4	4	21802	4	5	24350	5	6	25275	
5	5	22405	5	6	25275	6	7	26200	
6	6	23007	6	7	26200	7	8	27125	
7	7	23608	7	8	27175	8	9	28050	
8	8	24211	8						
9	9	24813	9						
10	10	25414	10						
11	11	26017	11						
12	12	26618	12	9	28050	9	10	29200	
13	13	28004		10	29200	10	11	30200	
14	14	29390		11	30200	11	12	31100	
				12	31100	12	13	32000	
				13	32000	13	14	32900	
				14	32900	14	14	32900	

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE I  
CUSTODIANS GROUP I

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
							1	28060
1	1	28071	1	1	28060	1	2	29160
2	2	28503	2	2	29160	2	3	30360
3	3	28936	3	3	30360	3	4	31660
4	4	29396	4	4	31660	4	5	33060
5	5	30276	5	5	33060	5	6	34460
6	6	31183	6	6	34460	6	7	35960
7	7	32089	7	7	35960	7	8	37460
8	8	33450	8	8	37460	8	9	39060
9	9	34810	9	9	39060	9	10	40660
10	10	36171	10	10	40660	10	11	42360
11	11	37533	11					
12	12	38439	12					
13	13	39347	13					
14	14	40254	14	11	42360	11	12	44160
							13	45860
							14	47460

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE J

CUSTODIANS GROUP II

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
				1	22200		1	22756
			1	2	22604	1	2	23160
1	1	21477	1	3	23008	2	3	23564
2	2	21861	2	4	23412	3	4	23985
3	3	22245	3	5	23817	4	5	24407
4	4	22629	4	6	24474	5	6	24829
5	5	23509	5	7	25669	6	7	25794
6	6	24389	6	8	26593	7	8	26759
7	7	25267	7	9	27519	8	9	27723
8	8	26147	8	10	28906	9	10	28688
9	9	27465	9	11	30423	10	11	30134
10	10	28784	10	12	31684	11	12	31715
11	11	30104	11	13	33069	12	13	33030
12	12	31420	12	14	34306	13	14	34744
13	13	32595	13			14		
14	14	33768	14	14	34306			

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE K

CUSTODIANS GROUP III

STEP		1993-94		STEP		1994-95		STEP		1995-96	
OLD	NEW			OLD	NEW	OLD	NEW	OLD	NEW		
										1	19175
1	1	18249		1	1	19175		1	2	20015	
2	2	19015		2	2	20015		2	3	20855	
3	3	19782		3	3	20855		3	4	21705	
4	4	20548		4	4	21705		4	5	22555	
5	5	21316		5	5	22555		5	6	23246	
6	6	22084		6	6	23245		6	7	24080	
7	7	22852		7	7	24045		7	8	24945	
8	8	24006		8	8	24945		8	9	25845	
9	9	25159		9	9	25845		9	10	26745	
10	10	26313		10	10	26745		10	11	27745	
11	11	27465			11	27745		11	12	28900	
12	12	28237		11	12	28900		12	13	30125	
13	13	29004		12	12	28900		12	13	30125	
14	14	30157		13	13	30125		13	14	31125	
				14	14	31125		14	14	31125	

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.

SALARY GUIDE L

PAINTERS

STEP		1993-94	STEP		1994-95	STEP		1995-96
OLD	NEW		OLD	NEW		OLD	NEW	
				1	27200		1	27200
				1	28300	1	2	28300
1	1	26945	1	2	28300	2	3	29400
2	2	28178	2	3	29400	3	4	30500
3	3	29409	3	4	30500	4	5	31600
4	4	30641	4	5	31600	5	6	32900
5	5	31985	5	6	32900	6	7	34400
6	6	33329	6	7	34400	7	8	36017
7	7	34672	7	8	36017	8	9	37900
8	8	36016	8	9	37900	9	10	39510
9	9	37359	9	10	39510	10	11	41010
10	10	38703	10	11	41010	11	12	42410
11	11	40047	11	12	42410	12	12	42410
12	12	41391	12	12	42410			

Progression on the salary guide shall be as indicated above.

Daily Rate Calculation:

Pursuant to New Jersey Statutes 18A:27-6, the daily rate for full-time contracted employees shall be determined by dividing the annual salary by 200 days for ten-month employees and 240 days for 12-month employees. The hourly rate shall be calculated by dividing the determined daily rate by eight hours.