

**AGREEMENT**

*between*

VINELAND BOARD OF EDUCATION

*and*

VINELAND EDUCATION ASSOCIATION

July 1, 2015

to

June 30, 2018

## INDEX

|            |  |       |
|------------|--|-------|
| Article 1  | Recognition .....  | 4     |
| Article 2  | Negotiating Procedure .....                                | 4     |
| Article 3  | Grievance Procedure .....                                  | 4-6   |
| Article 4  | Employees' Rights .....                                    | 7     |
| Article 5  | Association Rights and Privileges.....                     | 7-8   |
| Article 6  | Non-Teaching Duties .....                                  | 8     |
| Article 7  | Teacher Employment .....                                   | 9     |
| Article 8  | Work Year .....  | 9-10  |
| Article 9  | Work Day.....  | 10-12 |
| Article 10 | Teacher Assignment.....                                    | 12    |
| Article 11 | Salaries.....  | 13-14 |
|            | Schedule A- Salary Range .....                             | 29-31 |
|            | Schedule B - Extra Pay for Extra Work .....                | 32-38 |
|            | Schedule C – Secretary Salary Guide Placement.....         | 49-41 |
|            | Schedule D - Secretarial Salary Guide.....                 | 42-44 |
| Article 12 | Salaries/Vacations - Secretaries .....                     | 14-16 |
| Article 13 | Teacher Evaluation .....                                   | 16-18 |
| Article 14 | Vacancies, Transfers & Reassignments .....                 | 18    |
| Article 15 | Sick Leave .....   | 18-20 |
| Article 16 | Temporary Leaves of Absence and Personal Leave Days .....  | 20    |
| Article 17 | Extended Leaves of Absence .....                           | 21    |
| Article 18 | Professional Development and Educational Improvement ..... | 22-23 |
| Article 19 | Protection of Employees, Students and Property .....       | 23    |
| Article 20 | Personal and Academic Freedom.....                         | 23    |
| Article 21 | Deduction from Salary .....                                | 23-24 |
| Article 22 | Maintenance of Classroom Control and Discipline .....      | 24    |
| Article 23 | Insurance Protection.....                                  | 24-25 |
| Article 24 | Class Size.....  | 25    |
| Article 25 | Constitutional and State Law Reservations.....             | 25    |
| Article 26 | Instructional Council.....                                 | 25-26 |
| Article 27 | School Calendar .....                                      | 26    |
| Article 28 | Representation Fee (Agency Shop).....                      | 26-27 |
| Article 29 | Separability .....   | 27    |
| Article 30 | Printing Agreement.....                                    | 27-28 |

|            |                                     |    |
|------------|-------------------------------------|----|
| Article 31 | Domestic Partners/Civil Unions..... | 28 |
| Article 32 | Miscellaneous .....                 | 28 |
| Article 33 | Duration of the Agreement .....     | 28 |

**Article 1  
RECOGNITION**

A. The Vineland Board of Education recognizes the Vineland Education Association as the designated representative for purposes of collective negotiations, according to law, for all certificated personnel under contract, or on official leave employed by the Board, and all clerical staff members including full-time and permanent part-time clerical employees; but excluding the Superintendent, Assistant Superintendents and Board Secretary, Executive Directors, Director of Personnel, Principals, Assistant Principals, Psychologists, Coordinators, Directors, Supervisors, Secretary to the Superintendent of the Schools, Secretaries to all Assistant Superintendents, Payroll Supervisor, Supervising Clerk/Typist Vineland High School 11/12, Supervising Account Clerk/Typist Vineland High School 9/10, Accounting Assistant, Principal Personnel Clerk who supervises all personnel clerks and senior personnel clerks within the administrative building and Principal Personnel Clerk-Typist within the Personnel Department.

B. Unless otherwise indicated, the term “employees” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined and references to male teachers shall include female teachers.

**Article 2  
NEGOTIATING PROCEDURE**

A. In accordance with existing laws, the parties agree to meet at reasonable times and reasonable intervals for the purposes of collective negotiations and to reduce to writing proposals deemed by the parties appropriate matters for negotiations. The parties may by mutual agreement establish the date for the commencement of negotiations, as permitted by N.J.A.C. 19; 12-2.1(a). The agreement reached as a result of these negotiations will be reduced to writing and signed by the parties.

B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representative shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

C. 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.

D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of the Agreement with any organization other than the Association for the duration of this Agreement.

**Article 3  
GRIEVANCE PROCEDURE**

**A. Definitions**

1. A grievance is an allegation by an employee, employees, or the Association that there is a violation in the interpretation, application or administration of the terms of this Agreement. A grievance may also be an allegation by an employee, employees or the Association concerning an administrative decision of the principal.

Such grievance may be appealed up to and including Level Three. The decision of the Superintendent shall be final with respect to grievances concerning administrative decisions.

2. An “aggrieved person” is the person or persons making the claim.
3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

**B. Purposes**

The purpose of this procedure is to provide for the resolution of differences concerning the parties’ rights under this Agreement. Both parties agree that these proceedings will be kept informal and confidential at any level of the procedure.

**C. Procedure**

1. 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, as confirmed in writing.
2. In the event a grievance is filed at such a 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. (a) Any aggrieved person may be represented at all stages of the grievance procedure beyond Level One by himself or, at his option, by a representative selected or approved by the Association.  
  
(b) If a grievance affects a group or class or employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

4. (a) **Level One**

1. An employee with a grievance shall set forth his grievance in writing to his principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the grievance informally.
2. The grievance shall be filed within thirty (30) school days after the grievance occurred.
3. The written grievance shall specify the nature of the grievance, the extent of injury or loss, the specific Article of this Agreement applicable and the requested remedy.
4. The principal or immediate supervisor shall render his decision within ten (10) school days, which shall be communicated to the employee in writing with a copy to the Association.

(b) **Level Two**

1. Within ten (10) school days following the decision rendered at Level One, or within twenty (20) school days following the filing of the Level One grievance, if no decision is rendered at Level One, the aggrieved person may, if not satisfied by the Level One disposition, file the grievance with the Superintendent.
2. The Level Two grievance shall be in writing, in the form set forth under subsection 4 (a) (3).
3. The Superintendent, or his designated representative, who may be an Assistant Superintendent or the Director of Personnel, shall render his decision in writing within twenty (20) school days of the filing of the grievance. The decision of the Superintendent with respect to appeal of a grievance regarding an administrative decision shall be final and not subject to further appeal.

(c) **Level Three**

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit his grievance in writing to the Board of Education. The Board of Education at the request of the Association and/or the grievant shall hold a hearing subject to the following conditions:

- (1) Said hearing shall be scheduled pursuant to the mutual agreement of the parties, not later than following the next two regularly scheduled Board meetings (excluding Board work sessions). The scheduling of said hearing may be further extended only by mutual agreement in writing.

- (2) Said hearing shall not exceed thirty (30) minutes in duration unless the Board of Education allows a continuation.
- (3) A maximum of three (3) grievances may be presented at any one hearing.
- (4) The Association shall be represented by no more than three (3) persons selected by the above.
- (5) The Board of Education may require the grievant's presence in addition to the persons selected by the above.
- (6) Said hearing shall be scheduled prior to the start of the regularly scheduled Board meeting or to start no later than 9 p.m. of the regularly scheduled Board meeting.

The Board shall review the grievance and within a period of thirty (30) calendar days shall render a decision in writing to the aggrieved person.

**(d) Level Four**

If the decision of the Board does not resolve the grievance to the satisfaction of the employee, the Association may request a review by a third party. Such request must be made in writing to the Board of Education through the Superintendent's office within ten (10) school days of the Association's receipt of the Board's decision. The Board of Education shall not be required to give reasons for its decisions, and the Board's decision in the following matters shall be final and not subject to appeal to a third party;

- (1) Any matter subject to any rule or regulation of the State Commissioner of Education or covered by Title 18A N.J.S.A.; or
  - (2) A complaint of a non-tenured employee which arises by reason of his not being reemployed; or
  - (3) Any matter subject to any Civil Service rule, Civil Service regulation or Civil Service law or any matter within the jurisdiction of the New Jersey Dept. of Personnel; or
  - (4) A complaint of a temporary or provisional employee which arises by reason of his termination.
5. (a) The following procedure will be used to secure the services of an arbitrator:
- The parties will secure the services of an arbitrator through the Public Employment Relations Commission in accordance with the rules and regulations of the Public Employment Relations Commission, found at Title 19, Chapter 12, subchapter 5 of the New Jersey Administrative Code (N.J.A.C. 19:12-5, et seq.)
- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendation of the arbitrator shall be binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

**D. Miscellaneous**

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. It is understood that employees shall, during and notwithstanding any pending grievance, continue to function in their duties until such grievance or any effect thereof shall be fully determined.

**Article 4**  
**EMPLOYEES' RIGHTS**

A. In accordance with existing laws, 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 and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by Chapter 123, Public Laws of 1975, or other laws of New Jersey or the constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict any employee such rights as he may have under New Jersey School laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Subject to law, no employee shall be disciplined, reprimanded, reduced in rank or compensation, have a salary increment withheld or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

D. Whenever any employee is directed to appear before the Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview at least twenty-four hours in advance and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

E. An employee shall have the right to once annually review the contents of his personnel file. An appointment for such review shall be made on one week's written notice to the Superintendent of Schools or his designee. The Board of Education shall furnish, immediately following the employee's examination of the file, any materials in the file if permitted by law. An employee shall be entitled to have a representative(s) of the Association accompany him during such review.

No personnel file shall be made available for review to co-workers, except that the employee's supervisor(s) and principal, the personnel director, assistant superintendents, superintendent, board members or legal counsel may review said file. No file shall be made available for review by anyone not employed by the Board of Education, except to the extent disclosure may be required by law, statute or regulation.

**Article 5**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

A. The Board, subject to law and subject to its policies, agrees to furnish to the Vineland Education Association in response to a reasonable request such available information that may assist the Association and the Board in the determination of proper subject matter for negotiation.

B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.

C. Subject to the approval of the Board, the Association and its representatives shall have the right to use school buildings for Association meetings. No such meetings shall interfere with or interrupt normal school activities.

D. The Association shall have the right to use the inter-school mail facilities and school mail boxes subject to the approval of the Superintendent or his designee.

E. The Board shall grant leave with pay to the President of the Association as requested during his term of office subject to the Superintendent's approval. Such approval shall not be unreasonably withheld.

F. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt formal school operations. The Superintendent or other authorized individual shall receive notice of such Association business, which shall be subject to approval by the Superintendent or his designee, which approval shall not be unreasonably withheld.

G. The Board shall provide a bank of ten (10) Association business days per year, allocated five (5) Association business days for certificated personnel and five (5) Association business days for non-certificated personnel. Association business days for certificated and non-certificated personnel shall not be transferred between the two enumerated groups of personnel. Use of such Association business days shall be approved by the Superintendent or his designee. Association business days shall not be cumulative from year to year.

## **Article 6 NON-TEACHING DUTIES**

A. The Board and the Association acknowledge that the teacher's primary responsibility is to teach and that his energy should, to the fullest extent possible, be utilized to this end. It is also recognized by the Board and the Association that the teacher has a responsibility to students and the profession which entails the performance of duties extending beyond assigned instructional class periods.

B. The Board will employ the services of teacher aides to relieve all elementary teachers from the following non-teaching duties dependent upon availability of personnel:

1. supervision of lunchroom
2. supervision of playgrounds

C. The Board will employ the services of teacher aides to relieve all secondary teachers from the following non-teaching duties dependent upon availability of personnel:

1. supervision of lunchroom

D. Notwithstanding any provision of this Article to the contrary, no teacher shall be required to perform lunchroom or playground supervision. However, nothing contained herein shall be construed so as to prevent teachers from accepting these assignments voluntarily with the expressed understanding that no teacher shall be coerced in any manner into accepting such assignments.

- E. 1. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his principal or immediate supervisor. He shall be compensated for the use of his own automobile in accordance with existing Board policies.
2. The Board shall maintain secondary motor vehicle insurance to cover and to protect the teacher against any claim which may not be covered by his/her motor vehicle policy, arising out of the authorized use of his/her own automobile in the performance of school duties and assignments.

F. Association members shall have a professional responsibility to and shall utilize the School District's technology, including but not limited as follows to submit attendance, grades and online progress reports, participate in online surveys, prepare lesson plans to electronic format, and to access and check School District email and voicemail at least once each school day. The School District shall be responsible to provide Association members access to its technology. No Association member shall be disciplined or shall receive an adverse evaluation in situations where the School District has not provided access to its technology.



**Article 7**  
**TEACHER EMPLOYMENT**

A. Any employee covered by the collective bargaining agreement between the Vineland Board of Education and the Vineland Education Association who has been credited with working or who has received compensation for one-half of the required working days of any one (1) school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. No newly hired teacher shall be placed on the salary guide on a step which is higher than an existing employee with the same number of years of experience in public education except when the new hire possesses special skills or credentials not presently possessed by a currently employed Board teacher. In those instances, the new hire shall be placed on the salary guide as recommended by the Superintendent and approved by the Board of Education, but no higher than 3 Steps above their public school experience. Initial placement shall control movement through the salary guide.

C. Teachers shall be notified of their contract and salary status for the ensuing year not later than May 15.

D. All teachers shall receive by October 1 a written statement of their accumulated sick days as of the close of the prior school year.

**Article 8**  
**WORK YEAR**

A. The work year for the teacher shall consist of 185 days duration as follows:

- 180 days for pupil instruction
- 1 day for opening activities for teachers
- 1 day for closing activities for teachers
- 3 full days for in-service training, workshops or other professional development.

B. In the first year of employment, teachers new to the district may be required to attend up to three days of orientation sessions prior to the opening week of school. Effective August, 2005 and thereafter, teachers entering the second and third years in the district shall be required to attend two days of orientation/training sessions. Said sessions for second and third year teachers shall be no longer than six (6) hours (including lunch) or five (5) hours (excluding lunch). Said second and third year teachers shall be compensated at the rate of \$20.00 per hour, not to exceed five (5) hours of compensation per day. Teachers new to the district, as set forth in the first sentence of this sub-article 8.B, shall attend orientation sessions without compensation.

C. In addition to the three (3) full days for in-service training, workshops or other professional development, as set forth in paragraph A above, half day sessions, defined as any day in which pupils are dismissed early, may also be required for the same purposes.

D. Additional in-service days may be added to the calendar if more than provided for herein are mandated by the State of New Jersey.

E. The following terms and conditions of employment shall apply to twelve (12) month positions, including but not limited to high school guidance chairpersons, District Testing Coordinator, Technology Coordinator and middle school guidance chairpersons:

1. Salary shall be calculated on an index of 1.1 times the appropriate guide step and column. (Article 11)
2. Twelve (12) month positions shall be granted fourteen (14) sick days. (Article 15)
3. Twelve (12) month positions shall be granted five (5) personal days. (Article 16)
4. Twelve (12) month positions shall be granted twelve (12) vacation days. (Article 12)
5. The work year for twelve (12) month employees shall be the same as ten (10) month teachers during the student academic year.

F. Work Schedule for Secretarial Staff

1. All Secretarial Staff:

Off all legal holidays. Also off at the close of the school day on the day prior to Thanksgiving and at the close of the last school day preceding Christmas.

2. Secretarial Staff working in Administrative Offices:

In addition to the above, secretarial staff working in Administrative Offices shall be off during the Christmas recess, except as noted, the Friday following Thanksgiving Day and the Monday following Easter.

**NOTE:** Selected personnel will be asked to work during the Christmas recess. For any days worked, such employees will be paid on a pro-rata basis.

Any secretarial staff working in Administrative Offices employee who plans to attend the NJEA Convention is required to report attendance in accordance with Title 18A:31-2.

3. Secretarial Staff working in the Schools:

Off when teachers are not required to report to duty within the pupil calendar.

4. The normal work week for all Secretaries shall be thirty-five (35) hours exclusive of lunch, seven (7) hours per day. Any part-time regularly employed staff member shall be compensated on a pro-rata basis with this base. Overtime payment at the rate of time and one-half shall be paid employees who work their assigned duties entirely outside the regular hours of work and shall commence when the employee has worked 35 hours in a given calendar week. In calculating said thirty-five (35) hours in a given calendar week, all paid sick days, vacation days, holidays and temporary/ personal leave days shall be counted and included as time worked for the purposes of the calculation of overtime. All overtime shall be rounded off to the nearest fifteen (15) minutes at the end of each pay period. This will be remunerated at the rate of time and one-half the hourly rate and payment be made not later than the second pay day if possible.

5. The work year shall be:

Ten (10) months .....September 1 to June 30  
Twelve (12) months ..... July 1 to June 30

6. The ten (10) month employees may be required to report for work up to five (5) working days before the teachers arrive for the new school year. For those days prior to September 1, the secretary shall be compensated on a pro-rata basis for each such day worked. The application of this rule shall apply for any days worked after June 30. Each elementary supervisory area shall have designated by the Board one secretarial employee who shall be a twelve (12) month employee. Existing designations of twelve (12) month secretaries at the intermediate and secondary level shall not be affected by this sub-article.

7. Secretaries shall be provided three days of professional development each work year. The time, place and content of such professional development shall be at the discretion of the Superintendent and /or his designee.

**Article 9  
WORK DAY**

A. Except as set forth in subparagraph A.4, and except as extended by weather conditions or emergency situations, the teacher work day shall be seven (7) hours in length and shall include lunch time, conference/preparation time, pupil contract time, twenty (20) minutes prior to the start of the student day and twenty (20) minutes after the student dismissal bell.

1. Certificated personnel may be assigned duties during said twenty (20) minute periods at the discretion of and by the School Principal. Such duties shall be related to the safety and discipline of the school, its staff and/or students, and may include bus duty, hall duty, monitoring of homerooms and/or classrooms and duties of a like nature.

2. Through mutual agreement between the affected teacher and principal, instructional activities may be assigned to speech therapists, supplemental instructors and compensatory education teachers in lieu of other assignments during the twenty (20) minute periods, as applicable. Nothing contained herein shall be construed so as to prevent teachers from accepting these assignments voluntarily with the expressed understanding that no teacher shall be coerced in any manner into accepting or not accepting such assignments.
3. Teachers in grades 6, 7 and 8 may, at the sole discretion of the Board, through the superintendent, assistant superintendents, supervisors and principals, be assigned to teach up to, but not exceeding, six instructional class periods per day.
4. The teacher work day for teachers in grades 9 through 12 shall be seven (7) hours in length and shall include lunch time, conference/ preparation time, pupil contact time, ten (10) minutes prior to the start of the student day and thirteen (13) minutes after the student dismissal bell. Certificated personnel in grades 9 through 12 may be assigned duties during said ten (10) minutes prior to the start of the student day and thirteen (13) minutes after the student dismissal bell at the discretion of and by the school principal. Such duties shall be related to the safety and discipline of the school, its staff and/or students and may include bus duty, hall duty, monitoring of home rooms and/or classrooms and duties of a like nature.
5. Teachers in grades 9 through 12 may, at the sole discretion of the Board, through the superintendent, assistant superintendents, supervisors and principals, be assigned to teach up to, but not exceeding, six instruction class periods within an eight period day. The six instruction class limit shall include assignment of teachers to In School Suspension (ISS). This subsection shall not be deemed to affect any past or current policy or practice of assigning teachers in grades Preschool through 5.

Department Heads for grades 9 through 12 may, at the sole discretion of the Board, through the superintendent, assistant superintendents, supervisors and principals, be assigned to teach up to, but not exceeding, five instruction class periods within an eight period day. The five or six instruction class limit shall include assignment of teachers to In School Suspension (ISS).

6. Itinerant teaching staff shall be entitled to travel time, which staff shall not be required to utilize during the twenty (20) minutes prior to the start of the student day, the twenty (20) minutes after the student dismissal bell or during conference/preparation time provided for in sub-article B herein below. This section shall not be applicable to teaching staff traveling between Vineland High School North and Vineland High School South. All teachers traveling between Vineland High School North and Vineland High School South shall have a duty period scheduled for the class period immediately prior to the period which the teacher must report to the other building. That duty period shall be divided so that for half of the period, the teacher will be performing the assigned duty and the other half of the period shall be utilized by the teacher to travel from one building to the other.

B. Teachers shall be provided conference/preparation time according to the following:

1. Teachers assigned to grades 9-12 shall be granted five (5) conference/preparation periods per week of forty five (45) minutes daily.
2. Teachers in grades K-8 shall be granted five (5) conference/preparation periods per week of forty (40) continuous minutes daily.
3. Part-time teachers (as defined in Article 11 D) working a 3/7 day and a 4/7 day respectively shall be granted eighty-five (85) and one hundred fourteen (114) minutes respectively conference/ preparation periods per week, to be scheduled at the sole discretion of the superintendent, assistant superintendents, supervisors and principals.
- 4- Conference/preparation periods may be utilized by the teachers at their discretion, except that, at the discretion of the principal(s), conference/preparation periods - not to exceed three periods per month, up to the maximum of fifteen (15) per year -shall, as designated and directed by the principal(s), include curriculum programming and implementation, common planning (grade and subject matter) and conferences with students, parents, principals, supervisors and child study team members. Consultation with child study team shall not include annual reviews of students. Those activities for which teachers have been

compensated in the past or for which release time has been granted shall continue.

C. Any teacher employed in both morning and afternoon sessions shall be entitled to a duty free lunch period during the hours normally used for lunch periods in the school. Such duty free lunch periods shall be 40 minutes in grades 6-8 and 45 minutes in grades K-5 and grades 9-12. Any guidance counselor, specialist, nurse or other staff with unassigned schedules who are employed in both morning and afternoon sessions shall be entitled to a duty free lunch period which shall be scheduled as follows:

For elementary schools between the hours of 10:30 a.m. and 2:30 p.m.;

For middle schools between the hours of 10:30 a.m. and 2:15 p.m.;

For high schools between the hours of 10:30 a.m. and 1:45 p.m.;

D. Teachers assigned to grades pre-school through twelve (12) may be required to hold parent-teacher conferences four (4) days per year. On any day such conferences are scheduled, pupils shall be dismissed for a one-half (1/2) day session. No more than two (2) of the four (4) parent conference days may be scheduled during the evening hours. Those two (2) shall be scheduled between the hours of 6:00 and 8:00 PM. The other two (2) required days shall be scheduled as follows: grades pre school to 5 - 1:45 to 3:45 P.M., grades 6 to 8 - 1:15 to 3:15 P.M. and grades 9 to 12 - 12:30 to 2:30 P.M. The times set forth above are based on the start and end times of the student instructional day and busing schedules, and may therefore vary.

E. Effective with the 2008 - 2009 school year, teachers assigned to grades 9 through 12 may be required to attend two (2) open houses per school year. Said open houses shall be scheduled during the evening for a period of two hours, the time to be scheduled at the sole discretion of the Superintendent, which end time shall not be later than 9:00 P.M.

F. All teachers assigned to evening parent teacher conferences and/or open house/back to school nights shall be excused for any of the following reasons:

(a) taking courses, as paid for by the Board and approved by the Superintendent or his designee pursuant to Article 18.A (including its sub-articles) hereinbelow or courses paid for by the teacher(s), which courses shall be consistent with the criteria set forth in Article 18.A. hereinbelow (including its sub-articles) for the approval of courses by the Superintendent or his designee;

(b) coaching; and

(c) documented emergencies.

G. Building faculty meetings may be held a maximum of one (1) per month and shall not exceed forty (40) minutes per meeting except that two (2) meetings per year may be up to sixty (60) minutes in duration. The start time for these faculty meetings will be no later than ten (10) minutes after the student dismissal time faculty meetings may not be used for purposes of curriculum development. The sixty (60) minute faculty meetings may be used for professional development training. Faculty members may be excused from attendance or approved for early dismissal at the discretion of the Principal. Such permission shall not be unreasonably withheld. Morning meetings may only be scheduled at the request and consensus of the building staff. No morning meeting will begin prior to sixty (60) minutes prior to the student's start time.

H. Teachers shall prepare Lesson Plans and have them available for review on the first day of the school week. Lesson Plans will be presented in the morning of the first day except for in-class support teachers who must present them by the end of the first day of the week. The above is subject to the provisions of Article 6 Section F. Further, emergency Lesson Plans shall be presented and shall be on file to be used in emergency circumstances.

## **Article 10 TEACHER ASSIGNMENT**

A. 1. A. All elementary teachers shall be given written notice of any changes in building or grade assignment for the ensuing school year not later than July 31, to the extent administratively feasible.

2. Secondary grade teachers shall be given written notice of any changes in building assignment and subject teaching assignment for the ensuing year not later than July 31, except as provided under Section B.
3. A copy of the individual teacher's specific period, schedule, and room assignment for the new school year shall be made available in writing for secondary school teachers by August 15.

B. In the event that changes in such schedules, class and/or subject assignments or room assignments are proposed after July 31, any teacher affected shall be notified promptly in writing, and upon request of the teacher, the changes shall be reviewed between the Superintendent or his representative and the teacher affected and at the teacher's option a representative of the Association may be present. It is recognized, however, that schedules, class and/or subject assignments and room assignments shall be made, at the sole discretion of the Superintendent.

C. Travel allowance for teachers who must travel between assignments as a part of their work day shall be compensated consistent with the Board policy and Department of Education Accountability Regulations then in effect at the time when the travel occurred.

D. Nurses, social workers and learning disabilities specialists shall keep a daily travel log. This log shall be submitted on a monthly basis and reimbursement shall be made in the subsequent month.

## **Article 11** **Salaries**

A. The parties agreed to modify wages paid to bargaining unit employees during the term of the new contract as follows:

July 1, 2015

1. Effective July 1, 2015, the Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter-gram of teacher's salaries. Each employee will move one step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars as equal dollars on each step.

July 1, 2016

Effective July 1, 2016, the Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter-gram of teacher's salaries. Each employee will move one step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars as equal dollars on each step.

July 1, 2017

Effective July 1, 2017, the Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter-gram of teacher's salaries. Each employee will move one step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars as equal dollars on each step.

2. Schedule B entitled "Extra Pay for Extra Work" attached to the agreement shall remain unchanged except for the following:
  - i. To clarify that stipends are for one gross payment for all school locations where the teaching staff member provides instruction and not a separate stipend for each school location,
  - ii. The String Ensemble stipend shall be increased to \$3,200
  - iii. A Position of ROTC Instruction/Advisor shall be added and given a stipend of \$2,600

under the condition that the military pay \$1,300 of the stipend. In the event the military does not pay \$1,300, the Board will still only pay \$1,300 as the stipend.

3. On or after July 1, 2013, the Board may elect to pay employees on a twice-monthly basis. If this election is made, employees shall receive their paychecks in equal amounts on the 15<sup>th</sup> day of each month and the last day of each month. In addition, on or about July 1, 2012, the employees may elect to complete payment of salaries by "direct deposit" in which event upon request each employee shall provide "direct deposit" wiring instructions to the Board's designated agent.
- B. 1. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.
  2. Compensation for specified area curricular duties, including coaching, shall be in accordance with Schedule "B" attached hereto and made a part hereof.

**ALL SALARY GUIDES AND CHARTS ARE LOCATED IN THE BACK OF AGREEMENT BOOK.**

C. Employees shall receive their paychecks bi-weekly in equal amounts every other Friday or the last working day prior to the regular Friday pay day, except as provided for under paragraph A(3) of this Article.

D. Adjustment to the next training level on the salary guide shall occur as follows:

For transcripts submitted by the teacher no later than August 1, the adjustment shall be in September. For transcripts submitted by the teacher no later than January 1, the adjustment shall be in February.

E. Part-time teachers are defined as those teachers teaching less than the seven hour teacher work day set forth in Article 9.A. Such part-time teachers shall be designated as 1/7, 2/7, 3/7, 4/7, 5/7 or 6/7 depending upon whether their work day is 1, 2, 3, 4, 5 or 6 hours. Salary shall be prorated on the Schedule A Salary Range in 1/7 increments as appropriate (e.g. 3/7 teacher shall receive 3/7 of salary reflected on Schedule A for particular step). Part-time teachers designated as 1/7, 2/7 and/or 3/7 shall not receive any health benefits provided under Article 23. Part-time teachers designated as 4/7, 5/7 and/or 6/7 shall receive all health benefits provided under Article 23.

F. Salary for Athletic Trainer shall be calculated on an index of 1.15 times the appropriate step and column.

**Article 12  
SALARIES/VACATIONS - SECRETARIES**

**A. PAY SCHEDULE**

The placement of the new hire shall be established by the Executive Director of Personnel, in consultation with the Superintendent and approved by the Board. No newly hired employee shall be placed on the salary guide on a step which is higher than an existing employee in the same title except when the new hire possesses special skills, credentials or experience not presently possessed by a currently employed Board staff member holding the same title as the new hire. However, in no event shall a new hire be placed above Step 3 of the appropriate guide.

Effective July 1, 2015, The Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter gram of secretaries' salaries. Each employee will move one step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars shall be distributed equally among all steps.

Effective July 1, 2016, the Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter gram of secretaries' salaries. Each employee will move one step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars shall be distributed equally among all steps.

Effective July 1, 2017, the Board shall provide a 2.5% increase in new money for increased salaries based upon the total amount expended on the scatter gram of secretaries' salaries. Each employee will move one

step on the guide. The distribution of new money shall be first allocated to the increment and then remaining dollars shall be distributed equally among all steps.

**SECRETARY SALARY GUIDES SHALL BE AS LISTED UNDER SCHEDULE D.**

**B. LONGEVITY SCHEDULE FOR SECRETARIES**

- 10-14 years local experience ..... \$ 500 beyond base pay
- 15-18 years local experience ..... \$ 700 beyond base pay
- 19-22 years local experience ..... \$1,000 beyond base pay
- 23-26 years local experience ..... \$1,300 beyond base pay
- 27-30 years local experience ..... \$1,600 beyond base pay
- 31-35 years local experience ..... \$1,900 beyond base pay
- 36+ years local experience ..... \$2,220 beyond base pay

Effective July 1, 2012, Longevity Pay to each eligible employee shall be frozen at the amount paid and in effect on June 30, 2012. New employees hired on or after July 1, 2012 shall not be entitled to Longevity Pay.

**C. VACATION SCHEDULE**

All permanent employees or full-time provisional employees shall be entitled to vacation leave based on their years of continuous accumulated service:

- (a) Annual vacation leave with pay shall be earned at the rate of one working day of vacation for each month of service during the remainder of the fiscal year following the date of appointment; twelve (12) working days vacation thereafter for every year and up to the tenth year of service; beginning in the eleventh year of service fifteen (15) days vacation; beginning in the sixteenth (16th) year one (1) additional working day vacation for each additional year of service, up to a maximum of twenty (20) working days vacation (as per chart set forth in this sub-article). For year one employees, the half-year convention (i.e., December 31) shall apply in order to determine advancement to the next vacation year plateau. Permanent or provisional part-time employees shall receive vacation credit allowance on a proportionate basis. Leaves of absence for military or national volunteer service, other leaves granted by the Board for interruptions of employment due to involuntary separation because of economic restrictions suffered by the Board of reorganization shall not be considered to break continuity of service for earned service credit; however, the period of separation shall not count as service time. Employees on leave with pay shall continue to earn vacation entitlement. Employees shall be permitted to utilize vacation days as following: during the first two years of employment only as accrued on a monthly basis; thereafter, in each succeeding year at any time after July 1st.

| <u>Beginning Year</u> | <u>Days Earned</u> | <u>Notes</u>                                   |
|-----------------------|--------------------|--|
| 1                     | 1 day/month        | Maximum 12 days                                |
| 2                     | 1 day/month        | Maximum 12 days                                |
| 3                     | 12 days            | Granted/Available for use July 1 <sup>st</sup> |
| 4-10                  | 12 days            | Granted/Available for use July 1st             |
| 11-15                 | 15 days            | Granted/Available for use July 1st             |
| 16                    | 16 days            | Granted/Available for use July 1st             |
| 17                    | 17 days            | Granted/Available for use July 1st             |
| 18                    | 18 days            | Granted/Available for use July 1st             |
| 19                    | 19 days            | Granted/Available for use July 1st             |
| 20                    | 20 days            | Granted/Available for use July 1st             |

- (b) Vacation allowance for twelve (12) month employees must be taken during the months of July and/or August immediately following the year in which earned, or at such times as directed by the Board, or when possible, at other mutually agreed times. No vacation shall be taken during the five (5) work days prior to the opening of school. Ten (10) month employees shall take vacation on such days prior to the end of the work year, as approved by the school principal or supervisor, which approval shall not be unreasonably withheld. Ten (10) month employees shall not be compelled to take vacation during Christmas recess period. Effective July 1, 1995, employees subject to this sub-article may accumulate no more than five (5) vacation days for use in the subsequent year. Vacation entitlement accumulate prior to July 1, 1995, shall remain available to employees affected by this sub-article. Upon termination of employment, accumulated unused

vacation days shall be paid on a prorated basis.

#### **D. PROMOTION**

1. A secretary or clerical staff member who is promoted shall receive a salary increase of \$600. The individual shall then be placed on the appropriate salary guide at a step closest to but not less than the employee's salary. The individual shall then receive one additional step. For the purposes of this Article D, a promotion shall mean moving from a "generic" title to a "senior" title or from a "senior" title to a "principal" title. In addition, this language shall only be applicable for promotions where the employee continues to work the same amount of months (i.e., generic 12 to senior 12; senior 10 to principal 10, etc.) For example: Based on the 2015-2016 salary guide, an employee who is a 12 month clerk typist (Generic 12) and is on Step 11 (\$32,149) becomes a 12 month senior clerk typist (Senior 12) would receive \$600 bringing their salary up to \$32,749. The employee would then be placed on the Senior 12 step that is closest to but not less than \$32,749. This would be Senior 12 Step 8 (\$33,274). The employee would then receive an additional step placing them at Senior 12 Step 9 (\$34,065). Therefore, the employee's salary after the promotion would be \$34,065.

2. For employees promoted, as defined in paragraph 1 above, who are also moving from a 10 month position to a 12 month position (i.e., 10 month clerk typist to 12 month senior clerk typist), the first step shall be to divide the employee's 10 month salary by the number of pay periods he/she receives as a ten month employee and then multiply it by the number of pay periods he/she will receive as a twelve month employee. This will be the employee's 12 month salary. Using the new 12 month salary, add \$600 and place the employee on their new guide (here Sr. 12) at the step closest to but not less than the new salary. The employee shall then receive one additional step. For example: Based on the 2015-2016 salary guide, an employee who is a 10 month clerk typist (Generic 10) and is on Step 11 (\$25,965) becomes a 12 month senior clerk typist (Senior 12). The employee's salary of \$25,965 would be divided by 21 – which is the number of pay periods for the 2015-2016 school year (\$1,236.43) and then multiplied by 26 – which is the number of pay periods for a 12 month employee ( $\$1,236.43 \times 26 = \$32,147.14$ ). Then add \$600 to the new salary ( $\$32,147.14 + \$600 = \$32,747$ ). With this new salary place the employee on the Senior 12 step that is closest to but not less than \$32,747. This would be Senior Step 8 (\$33,274). The employee would then receive an additional step placing them at Senior Step 9 (\$34,065). Therefore, the employee's salary after the move to 12 months and a promotion would be \$34,065.

3. For employees who are not promoted, as defined in paragraph 1 above, but move from a 10 month position to a 12 month position (i.e., 10 month clerk typist to 12 month clerk typist), the employee's 10 month salary shall be divided by the number of pay periods he/she received as a ten month employee and then multiplied by the number of pay periods he/she received as a 12 month employee. The employee shall then be placed on the 12 month guide at the step closest to but not less than the calculated salary. For example: Based on the 2015-2016 salary guide, an employee who is a 10 month clerk typist (Generic 10) and is on Step 4 (\$21,532) becomes a 12 month clerk typist (Generic 12). First, divide 10 month salary by 21 – the number of pay periods for a 10 month employee (\$1,025) and then multiply that number by 26 – the number of pay periods for a 12 month employee ( $\$1,025 \times 26 = \$26,659$ ). Then look to the Generic 12 guide and place the employee on the step closest but not less than that number. In this example, it would be Generic 12, Step 5 (\$27,339). Therefore, the employee's salary after the transition from a 10 month employee to a 12 month employee, without any promotion, would be \$27,339.

**E.** Any employee, covered by the collective bargaining Agreement between the Vineland Board of Education and the Vineland Education Association who has been credited with working or who has received compensation for one-half of the required working days of any one (1) school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

### **Article 13 TEACHER EVALUATION**

All teacher evaluations, for both non-tenured teaching staff members and tenured teaching staff members, shall be conducted in accordance with the "Teacher Effectiveness and Accountability for Children of New Jersey Act" (P.L. 2012, c. 26) enacted on August 6, 2012.



A. Supervisors who submit evaluation reports shall be persons certified by the New Jersey State Board of Examiners to supervise instruction.

B. A teacher shall have the right to review and to sign all evaluation reports prepared by his evaluators, and the teacher shall have the right to a copy of any such reports upon request. The signing of the evaluation report by the teacher shall not be construed to be acceptance.

C. All non-tenure teachers shall be evaluated not less than three times each school year; evaluation shall be subject (except as specifically set forth below in this Article 13.C) only to the requirements of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:32-4.5. There shall be no notice or pre-conference in advance of the evaluation of non-tenured teachers. With respect to the three evaluations of non-tenured teachers provided for hereinabove, best efforts shall be made to space evaluations a minimum of fifteen (15) days apart, and ensure that the evaluations be conducted by a minimum of at least two (2) administrators, with at least one evaluation conducted prior to January 30 and at least one evaluation conducted subsequent to January 30.

D. A conference between the evaluator and the non-tenure teacher shall be had within ten (10) school days of the observation.

**E. Tenured Staff Members**

**1. Frequency**

Each tenured teacher shall be formally observed at least once during each school year by a member of the administrative and/ or supervisory staff of the district. Additional observations may be made should the administrator or supervisor deem them necessary. The teacher may also request that an additional observation be held and such a request shall not be unreasonably denied.

**2. Observation Process**

(a) The observation shall extend for a period of not less than forty (40) minutes (if not an observation of an instructional block) or for the length of an instructional block. The observation shall include the introduction and/or lesson closure.

(b) All observations/evaluations shall be based on the Professional Evaluation Criteria/Rubric and reported on the Professional Evaluation Performance Report. At the sole discretion of the superintendent and/or his/her designee, additional information from the evaluator may be provided in narrative or other form. No additional information may be added after the post-conference.

(c) A post-conference will be held between the supervisor and teacher within ten (10) school days, not to exceed fifteen (15) calendar days, for the purpose of reviewing and discussing the written valuation.

(d) Following the conference a written report in quadruplicate shall be prepared by the supervisor and signed by the supervisor and the teacher within ten (10) school days of the conference.

(e) The teacher shall have the right to make additional comments or explanations concerning the observation/evaluation report within ten (10) school days. Such comments shall be attached to and be made a part of the formal evaluation.

**F. Pupil Progress Indicators**

Pupil progress data shall include but not be limited to two or more of the measures defined in N.J.A.C. 6:8-3.4 which include:

Teacher observation, parental or guardian interview, formal and informal evaluation techniques, cumulative pupil records, student performance data collected through local testing programs which meet State criteria, State testing results and visual, auditory, and/ or medical examination.

G. A teacher shall have the right to once annually review the contents of his personnel file. An appointment for such review shall be made on one week's notice to the Superintendent of Schools or his designee. The Board of Education shall furnish, immediately following the teacher's examination of the file, any materials in the file if permitted by law. A teacher shall be entitled to have a representative(s) of the Association accompany him during such review.

H. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person shall be promptly investigated and the teacher shall be notified in writing within seven (7) school days. The teacher shall be given the opportunity to respond to and/or rebut any such complaint. Notice shall include the nature of the complaint as allowed by law and the name of the complainant as allowed by law.

I. Fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10. In these cases, where an agreement is made between the VEA and VBE, and with the consent of the impacted teacher, for a teaching staff member to accept a fine or suspension imposed as minor discipline, tenure charges shall not be filed in order to impose minor discipline on a person serving under tenure. For the purposes of this provision, minor discipline is defined as a suspension of less than five (5) days.

#### **Article 14 VACANCIES, TRANSFERS AND REASSIGNMENTS**

A. On or before ten (10) working days prior to the last scheduled work day for teachers, the Superintendent shall post in all school buildings and in the School Board Office and concurrently inform the Association of the location and the requirements for teaching positions and vacancies which are anticipated for an ensuing school year. Further, the Superintendent shall post and concurrently inform the association of any promotional opportunity or vacancy which provides for a salary differential, additional compensation or a position which is primarily a non-classroom assignment, such as: administrative or supervisory personnel, guidance counselor, social worker, learning disability specialist, speech therapist and librarian whenever such opportunity or vacancy occurs. No position for advancement shall be filled until all properly submitted applications have been considered.

B. 1. Teachers who desire a change in grade and/or subject assignment or who may desire to transfer to another building may file a written statement of such desire with the Superintendent not later than March 1 and it shall remain active until September 1. Such statement shall include the grade and/or subject area to which the teacher desires to be assigned and the school or schools to which he desires to be assigned and/or transferred, in order of preference.

2. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and the best interest of the school system. Notwithstanding the above, reassignments and/or transfers shall occur at the sole discretion of the Board.

3. If a teacher's request for transfer has not been granted, a renewed or subsequent request may be submitted and processed under the conditions described above.

C. Teachers shall receive reasonable notice, a concise statement of reasons and a conference, if requested, prior to any transfer or reassignments. Said conference shall be with the Superintendent or his designated representative. The teacher may, at his option, have an Association representative present. Notwithstanding the above, transfers or reassignments shall occur at the sole discretion of the Board.

D. All secretarial vacancies which the Board intends to fill, including new positions or those created by promotions, resignations or transfers, are to be posted. Any secretary who wishes the opportunity to apply for the open position shall apply for said position within one (1) week of the date of announcement; the Board shall not fill the position until after the expiration of the one (1) week period.

#### **Article 15 SICK LEAVE**

A. Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such disease in his/her immediate household.

Teachers shall be allowed thirteen (13) days of sick leave in any school year without loss of pay (N.J.S.A. 18A:30-2). All days of sick leave not utilized shall be accumulative. (N.J.S.A. 18A:30-3).

B. In the event that a tenured teacher shall have exhausted the specified annual and accumulative sick leave days because of extended illness or quarantine, such teacher may be granted in any school year additional sick leave with

adjusted salary payment for each day of such absence. Such cases shall be considered on an individual basis.

The adjusted salary payment shall be on the basis of one-two hundredth of the teacher's annual salary minus the daily pay of a substitute teacher.

C. Any teacher retiring shall receive for each day of unused accumulated sick leave \$70.00 multiplied by the number of such days accumulated with a cap of \$20,000.00. Secretarial reimbursement shall be equal to sixty (60) percent of the teacher reimbursement.

E. Teachers who plan to retire and give written notice before November 1 for the following September 1, or other later date, upon actual retirement, shall be entitled to receive for each day of unused accumulated sick leave the amount set forth in Article 15.C with the \$20,000.00 cap provided for in this Article waived.

Teachers who give notice after November 1 and who present evidence of a documented medical disability, sufficient for disability benefits under federal and/or state law, may also obtain a waiver of the applicable cap. Teachers who do not give notice or obtain a waiver under this Article shall be entitled to receive for each day of unused accumulated sick leave payment per day subject to a cap set forth above in this paragraph. Any teacher who gives notice under this paragraph, but subsequently rescinds such notice, shall be ineligible for the cap waiver provided in this paragraph for that year.

F. Any payment for unused accumulated sick leave shall accrue to the employee's estate should the employee pass away before retirement providing the employee had attained tenure by the time of his demise.

G. Sick Leave for Secretaries

1. General

(a) All permanent employees or provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

(b) Sick leave may be utilized by employees when they are unable to perform their work by reason of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such disease in his/her immediate household. Sick leave may also be used for short periods, not exceeding five (5) days, because of death in the employee's immediate family or for the attendance of the employee upon a member of the immediate family who is seriously ill.

2. Amount of Sick Leave

(a) The minimum sick leave with pay shall accrue to any permanent or provisional full-time employee on the basis of one (1) working day per month during the remainder of the first fiscal year of employment after initial appointment and fifteen (15) working days in every fiscal year thereafter. Part-time permanent or provisional employees shall be entitled to sick leave on a prorated basis. For the purposes of this provision a full-time employee is one who is under contract and works a full twelve (12) months.

(b) An employee who has been reemployed shall be credited with the total accrued sick leave at the termination of his previous employment.

3. Reporting Absence on Sick Leave

If an employee is absent for reasons that entitle him/her to sick leave, his/her supervisor shall be notified promptly but in no event later than one hour prior to the employee's usual reporting time, except where emergency circumstances prevent the employee from doing so. In those circumstances, the employee shall report their absence as promptly as possible, except in those work situations where notice must be made prior to the employee's starting time.

(a) Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

(b) Absence without notice for five (5) consecutive days could constitute a resignation not in good standing.

4. Verification of Sick Leave

(a) In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health may be required.

(b) In case of death in the immediate family, reasonable proof may be required.

(c) The Board of Education may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the Board, by a physician designated by the Board. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

5. Substitute Employees

Hourly basis substitute employees shall not be entitled to sick leave or vacation leave.

6. Accumulation of Credits

Sick leave and vacation leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on any leave without pay except military leave, unless otherwise mutually agreed to.

7. Absence without Leave

(a) Any unauthorized absence of an employee from duty shall be an absence without leave and may be cause for disciplinary action.

(b) Leave granted for a particular reason and used for a purpose other than that for which such leave has been granted shall be an unauthorized absence and may be cause for disciplinary action.

H. Verification of Sick Leave

The Board of Education may require the employee to file a physician's certificate or other certification, as provided by N.J.S.A. 18A:30-4 and/or Board Policy. Abuse of sick leave may be cause for disciplinary action. This sub-article shall apply to teachers, as well as secretaries.

**Article 16  
TEMPORARY LEAVES OF ABSENCE AND PERSONAL LEAVE DAYS**

A. Teachers and twelve (12) month secretaries shall have five (5) days per year, which they may use for temporary and/or personal leave; ten (10) month secretaries shall have four (4) days per year, which they may use for temporary and/or personal leave. Temporary and/or personal leave days shall not be requested after June 1 of the school year, except for a bona fide reason. Approval of any bona fide request after June 1 shall not be unreasonably withheld.

B. Personal days shall be used for personal matters. The use of personal days shall be preceded by three (3) days written notice to the employee's principal or immediate supervisor and sent to the Director of Human Resources for approval. Advance three (3) days written notice shall be waived by the Director or Human Resources upon receipt of documented verification of the emergent circumstances. Personal days may not be used the last work day before or the first work day after a holiday and/or scheduled closing day. Teachers may not use personal leave days on those days scheduled for in-service, training, workshops or other professional development under Article 8.A.

C. There shall be no accrual of temporary leave of absence and/or personal leave days from one year to another. All unused temporary or personal leave days available in any school year shall be converted to accumulated sick leave, as provided for in Article 15C. Once such days are converted to accumulated sick leave, said days cannot later be utilized for temporary and/or personal leave days. Said temporary and/or personal leave days must be used or converted in the applicable school year; said temporary and/or personal leave days cannot be used or converted in a subsequent school year.

**Article 17**  
**EXTENDED LEAVES OF ABSENCE**

- A. An employee on tenure shall be granted a leave of absence without pay for up to two (2) years to study in an accredited college or university, with the recommendation of the Superintendent and the approval of the Board of Education.
- B. Disability, maternity and child care leaves shall be permitted as set forth in this subsection:

**Disability and Maternity Leaves**

1. A teacher who anticipates a disability shall notify his/her immediate supervisor in writing of the anticipated commencement of the disability as soon as the employee knows of it.
  - (a) In the case of pregnancy, the teacher shall inform the supervisor of the anticipated delivery date.
  - (b) No later than 90 days prior to the anticipated delivery date, the teacher shall request a leave of absence while she is disabled, for which accumulated sick leave may be utilized.
2. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability and maternity leaves in order to preserve educational continuity. When this occurs, a teacher who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on unpaid leave shall not be counted for accrual of any benefits.

**Child Care Leaves**

1. Leave for child rearing purposes may be granted by the Board without pay.

C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for a period of said induction or initial enlistment, or the employee whose spouse is so inducted or who enlists to join him/her for the period of special training in preparation for duty overseas in combat zones.

Leave shall be granted to fulfill the military requirements of regular annual active duty for training with any reserve unit of the Army, Navy, Marine Corps, Coast Guard or the National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay during the period of this military training.

D. An employee on tenure shall be granted an unpaid leave of absence for the purpose of serving in an elected office of the New Jersey Education Association or the National Education Association. Such leave shall be for as long as an office is held. Upon returning to the district, such individual shall be given the appropriate step on the salary guide. Service shall continue to accrue while on such leave.

E. Other leaves of absence without pay may be granted by the Board for good reasons.

F. All benefits to which an employee on tenure was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or, if not, to a substantially equivalent position, if available.

G. All extensions or renewals of leaves shall be applied for in writing.

H. An employee on extended leave of absence to study in an accredited college or university shall not be entitled to receive tuition reimbursement.

## Article 18

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. The Board of Education agrees to pay the actual tuition costs of courses taken by a teacher at accredited colleges or universities up to three courses per two (2) year fiscal periods from July 1, 2006 to June 30, 2008 and July 1, 2008 to June 30, 2010 respectively, except as follows:

1. No teacher may be reimbursed for courses taken during the first year of teaching in Vineland.
2. Teachers taking courses in the second and third years of employment in Vineland will not receive remuneration until tenure has been secured. The remuneration will then be retroactive and will be paid to the teacher in a lump sum within sixty (60) days after the teacher has secured tenure.
3. All courses must be pre-approved by the Superintendent or his designee subject to the following requirements:
  - (a) A teacher must provide official documentation that he/she has obtained a grade of B or better;
  - (b) Reimbursement shall be paid only for courses directly related to teacher's teaching field which increase the teacher's content knowledge and are related to the teacher's current certification, as determined by the Superintendent or his/her designee in his/her sole discretion; no reimbursement shall be paid for courses leading to a post graduate or professional degree in a field other than education or teaching. Further, effective September 1, 2010, all newly hired teachers shall not be eligible for reimbursement until they are tenured, and they shall not be eligible for retroactive reimbursement upon gaining tenure for courses taken prior to being tenured.
  - (c) The maximum total payments to be made by the Board shall not exceed \$130,000.00.

Courses shall be applied for no earlier than the following dates: Summer Session - April 1 Fall/Winter Session - June 1 Spring Session - October 1

Courses must, as set forth hereinabove in this sub-article 18.A.3, be pre-approved by the Superintendent or his designee, prior to the teacher commencing the course(s); and

- (d) Teacher taking courses shall sign a contract requiring them to reimburse the Board for all tuition paid for a course if the teacher shall voluntarily leave the employ of the Board within one (1) full school/academic year of completion of said course, except that reimbursement shall not be required when the teacher shall voluntarily leave the employ of the Board due to a significant, documented life change.
4. Tuition reimbursement costs shall be a sum not to exceed the actual cost of college credits charged in an accredited public State college/University of the State of New Jersey.

B. When the Superintendent initiates in-service training courses, workshops, conferences and programs designed to improve the quality of instruction, the cooperation of the Vineland Education Association will be solicited. Notwithstanding the above, the initiation of in-service training courses, workshops, conferences and programs shall be determined solely at the discretion of the Board.

C. One professional leave day may be granted to a teacher upon request, according to the following guidelines:

1. The professional day may be for attendance at a workshop, seminar or visit to another school for the expressed purpose of self professional improvement for the job.
2. The request shall arrive in the office of the Superintendent of Schools at least ten (10) working days prior to the date requested and shall be reviewed by the immediate supervisor prior to submission. The Board reserves the right to deny a professional leave day before or immediately following a holiday or on a day which by its nature suggests a hardship for providing a substitute.
3. No more than two teachers from any one elementary school or from any one department in the secondary schools may be granted a professional leave for a given day.

4. The teacher may be required to submit a report to the Superintendent of Schools, Assistant Superintendent, supervisor (s), principal and staff regarding the activity of the professional day.
5. Costs incurred by the teacher for the professional day authorized under this Section shall be the teacher's responsibility.
6. A maximum of 90 professional leave days may be authorized for the school year which shall be apportioned as follows: elementary, 35; grades seven and eight, 20; and high school, 35.

D. If the Board initiates a teacher's attendance at a professional workshop, seminar or visit, the expenses shall be the responsibility of the Board. Further, this day shall not be subtracted from the 90 professional leave days granted to teachers of the Association.

E. The Board agrees to pay the full cost of courses taken by secretaries related to skills and knowledge improvement when such courses are required and approved by the Board.

F. The Board and the Association agree that it is important to communicate when developing and implementing current and future learning technologies, including but not limited to distance and on-line learning.

### **Article 19 PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY**

The Vineland Board of Education and the Vineland Education Association recognize that certain laws of the State of New Jersey and certain departmental rules and regulations of the Department of Education of the State of New Jersey have been enacted for the protection of employees for actions taken in the course of their employment.

The Vineland Board of Education agrees with the Vineland Education Association that it will afford to all persons subject to this contract full protection of the laws of the State of New Jersey as the same may affect the protection of employees, their property and the students in the Vineland Public School System.

### **Article 20 PERSONAL AND ACADEMIC FREEDOM**

In accordance with the law as enacted by the legislature of the State of New Jersey and as interpreted by the Courts of the State of New Jersey, the Board of Education agrees with the Vineland Education Association that it will adhere to the law as the same directs the protection of individuals, their conduct and the pursuit of academic freedom.

### **Article 21 DEDUCTION FROM SALARY**

A. The Board agrees to deduct from the salaries of its employees dues "or the Vineland Education Association, the Cumberland County Council of Educational Associations, the New Jersey Education Association and the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorized the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-19.9e) and under the rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Vineland Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

B. An appropriate authorization form as provided by the Board of Education of Vineland shall be signed and executed and filed with the disbursing officer of the Board of Education of Vineland.

C. Upon authorization by the employee, the Board agrees to deduct from the salaries of its employee, monies to be deposited in mutually chosen tax sheltered annuity companies. Said monies shall be disbursed to the specified companies within five working days after such deductions have been made.

D. Employees may individually elect to have monies deducted from their pay. Said deductions may be changed no more than two times during a school year. These funds shall be placed in the Cumberland School Employees Federal Credit Union.

E. The Board will provide for direct deposit of an employee's pay check to a bank of their choice at no cost to the

employee, to the extent administratively feasible.

**Article 22**  
**MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

- A. The Vineland Board of Education and the Vineland Education Association agree that it is essential to maintain classroom control and discipline in the schools and that employees, administrators and the Board shall work cooperatively and diligently to attain satisfactory deportment among pupils.
- B. The laws of the State of New Jersey and the rules and regulations of the Board of Education in consonance with those laws shall be applicable in the maintenance of classroom control and satisfactory pupil behavior in and around school and at all school related activities.

**Article 23**  
**INSURANCE PROTECTION**

- A. 1. The Board of Education agrees to provide hospitalization insurance which includes traditional coverage, preferred provider organization and health maintenance organization Effective July 1, 2015, the Aetna 15 plan (or any health benefit plan which is equal to in all material respects), including any changes in co-pays or deductibles that may be implemented by the Aetna 15 plan will become the base plan for all employees and eligible dependents covered by this Agreement. Employees who elect to enroll in a more expensive plan must pay the difference between the premium costs for Aetna 15 and the more expensive plan.
2. (a) Medical coverage, as set forth in subparagraph A1 hereinabove, shall be provided to the step-children of eligible and desirous employees, so long as consistent with the Board's medical coverage plan then in effect, as well as applicable federal and/or state law, statute and/or regulation.
- (b) Subject to the Rules and Regulations of the New Jersey State Health Benefits Program Commission eligible employees enrolled in the health insurance coverage plan provided in Article 23A.1 may, if eligible, elect to waive all coverage, provided proof of coverage through another source can be demonstrated. Employees who waive all coverage shall receive an end-of-year payment in the amount of twenty-five (25%) percent of the applicable premium for the insurance plan or \$5,000, whichever is less, in lieu of the insurance, based on the number of months that the insurance was waived during the year. Payment under this Article 23.A.2 (b) which shall be in the amount of twenty-five (25%) percent of the applicable premium, or \$5,000, whichever is less, shall for certificated staff be reduced by \$300.00. Clerical staff shall not be subject to such reduction, which reduction for certificated staff is consistent with Article 23.C. An employee may revoke his or her waiver of coverage and request re-entry into the Employer's plan, subject to a change in status, as provided under Section 125 of the Internal Revenue Code. This provision is contingent upon the existence of a Plan established pursuant to Section 125 of the Internal Revenue Code.
- (c) Effective July 1, 2016, in the event spouses or civil union partners are both employed by the Board, the opt out amount paid shall be 12.5% of the applicable premium up to a maximum of \$2,500.

Effective July 1, 2017, no waiver payment will be made to any employee whose spouse or civil union partner is also employed by the Board and receives his/her health insurance from the Board.

**B. Prescription Plan**

The Board of Education shall furnish a prescription drug insurance program to all eligible and desirous employees and their eligible dependents and will assume 100% of the cost, except for the employee cost contribution required pursuant to subsection F below. The prescription drug program shall be a co-pay plan without contraceptives in the amounts set forth immediately below:

Retail Co-pay: \$20.00 Brand/\$10.00 Generic

Mail Order Co-pay: \$20.00 Brand/\$10.00 Generic

Effective July 1, 2016, Prescription Co-pays will be as follows:

Retail Co-Pay: \$25 Brand/\$15 Generic



Mail Order Co-Pay: \$25 Brand/\$15 Generic

**C. Dental Plan**

The Board shall continue to provide for the employees and/or his/her eligible dependents a dental plan, through Delta Dental (i.e. Delta Dental Premiere Plan or Flagship/Delta Care Plan NJ 6) or an equivalent plan, with the Board to pay the premium, subject to premium co-payment by certificated staff in an amount of \$300.00. Clerical staff shall not contribute to premium co-payment.

**D. Vision Plan**

The Board shall continue to provide for the employee and/or his/her eligible dependents a vision plan, Vision Service Plan, non- deductible or an equivalent plan.

**E. Change of Insurance Provider**

The Board may, at its option, change any of the existing insurance plans or carriers providing such benefits, so long as, the level of benefits provided to the employees and their eligible dependents is at least equal to in all material respects the current level of benefits. The Board further reserves the right, at its option, to self-insure any of said plans and coverages so long as the level of benefits provided to the employees and their eligible dependents is at least equal to in all material respects the current level of benefits. Prior notice of intent to make the change must be made to employees of any change in the above described within thirty (30) days.

F. All employees shall pay a cost contribution for Health Insurance Plan coverages in accordance with P.L. 2011, Chapter 78, Pension and Health Benefits Reform Law adopted June 28, 2011. Payments shall be made by the way of withholdings from each employee's payroll checks. The Board shall establish and adopt a Section 125 Plan so that said contribution would be "pre-tax."

**Article 24  
CLASS SIZE**

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its efforts to keep class sizes at acceptable numbers as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers, and the best interests of the district as deemed administratively feasible at the discretion of the Board.

**Article 25  
CONSTITUTION AND STATE LAW RESERVATIONS**

Nothing in this Agreement shall be construed so as to alter the obligations and duties of the parties of this agreement who are public employees under Article 1, Paragraph 19 of the Constitution of the State of New Jersey, and nothing in this Agreement shall be interpreted or construed to deny public employees not covered by this Agreement any rights expressly granted by the Constitution or the Public Laws of the State.

**Article 26  
INSTRUCTIONAL COUNCIL**

- A. 1. An Instructional Council shall be established by the Vineland Education Association. The purpose of the Council shall be to lend support to the educational program of the Vineland Public Schools. The Council will work with and be advised by the Superintendent of Schools and his staff on such matters as curriculum improvements, advancement of the profession, educational goals of the district, educational specifications for building, research and experimentation and other related matters concerning the effective operation of the City of Vineland School District.
- 2. The Council shall encourage the initiation of ideas and suggestions for projects by individual teachers, departments, grade levels, Association committees, administrators, or other interested parties.
- B. 1. The Board of Education shall provide annually \$2,000.00 for the use of the Instructional Council during the period of this contract to help defray costs of the work of the Council.
- 2. The Association agrees that it will adhere to Board policies and mandated statutory requirements regarding

the expenditure and accounting of this financial support.

**Article 27**  
**SCHOOL CALENDAR**

The Association shall meet with the Superintendent of Schools prior to April 1 to submit the recommendations for the school calendar for the forthcoming school year. The school calendar adopted shall be at the sole discretion of the Board.

**Article 28**  
**REPRESENTATION FEE**  
**(Agency Shop)**

**A. Purpose of Fee**

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

**B. Amount of Fee**

**1. Notification**

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

**2. Legal Maximum**

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee shall be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

**C. Deduction and Transmission of Fee**

**1. Notification**

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

**2. Payroll Deduction Schedule**

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid: (a) 10 days after receipt of the aforesaid list by the Board; or (b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a nonbargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

**3. Termination of Employment**

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

**4. Mechanics**

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

**5. Changes**

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

**6. New Employees**

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

**D. Indemnification**

**1. Liability**

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

- (a) the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this sub-article;
- (b) if the Association so requests in writing, and the Association then assigns counsel to represent the Board in any proceeding relating to this Article, the Board will surrender to the Association responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

It is expressly understood that this sub-article will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board

**2. Exception**

It is expressly understood that paragraph 1 will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

**Article 29  
SEPARABILITY**

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.

**Article 30  
PRINTING AGREEMENT**

Copies of this Agreement shall be printed by the Association and may include its constitution and by-laws in

conjunction with the Agreement. The cost of such printing shall be borne equally by the two parties.

**Article 31**  
**DOMESTIC PARTNERS/CIVIL UNIONS**

All benefits available to association members, including certificated personnel and clerical staff, and their eligible dependents and all references in this Agreement to members of the families of Association members shall be deemed to cover those persons specifically referenced and/or protected under New Jersey statutes relating to domestic partners and civil unions, N.J.S.A. 26:8A-1 et. seq. and NJ.S.A. 37:1-28 et. seq. respectively. All benefits and coverage extended by this Agreement shall be subject to such statutes and conditions set forth by third-party benefit providers in any agreements which the Board of Education maintains with said third-party benefit providers.

**Article 32**  
**MISCELLANEOUS**

1. The Board and VEA acknowledge that Article 9 permits the Board to decrease the amount of time between class periods, thereby increasing each class period by one minute. The Board agrees that the workday shall remain seven (7) hours in length and shall continue to include pupil contact time, a duty free lunchtime in accordance with subsection C and conference/preparation time in accordance with subsection B.

**Article 33**  
**DURATION OF THE AGREEMENT**

This Agreement shall become effective the 1st day of July, 2015, and shall continue in full force and effect until the 30th day of June, 2018.

IN WITNESS WHEREOF, the Vineland Education Association has caused this Agreement to be signed by its duly elected officers who represent that they have the authority to execute this agreement; and the Vineland Board of Education by its Acting President and Secretary have signed this Agreement and have caused the corporate seal to be placed thereon.

For the Vineland Education  
Association

\_\_\_\_\_  
Louis Russo  
*President*

For the Vineland Board of  
Education

\_\_\_\_\_  
Brian DeWinne  
*Board Member, Acting President*

Attest;

\_\_\_\_\_  
Helen Haley  
*Business Administrator and Board Secretary*

**ARTICLE 11**  
**SCHEDULE A SALARY GUIDES**  
2015-2016

| <b>STEP</b> | <b>ND</b> | <b>BA</b> | <b>BA+30</b> | <b>MA</b> | <b>MA+30</b> |
|-------------|-----------|-----------|--------------|-----------|--------------|
| 0           | \$ 53,885 | \$ 54,885 | \$ 55,485    | \$ 56,385 | \$ 57,385    |
| 1           | \$ 54,235 | \$ 55,235 | \$ 55,835    | \$ 56,735 | \$ 57,735    |
| 2           | \$ 54,585 | \$ 55,585 | \$ 56,185    | \$ 57,085 | \$ 58,085    |
| 3           | \$ 54,835 | \$ 55,835 | \$ 56,435    | \$ 57,335 | \$ 58,335    |
| 4           | \$ 55,085 | \$ 56,085 | \$ 56,685    | \$ 57,585 | \$ 58,585    |
| 5           | \$ 55,335 | \$ 56,335 | \$ 56,935    | \$ 57,835 | \$ 58,835    |
| 6           | \$ 55,585 | \$ 56,585 | \$ 57,185    | \$ 58,085 | \$ 59,085    |
| 7           | \$ 55,835 | \$ 56,835 | \$ 57,435    | \$ 58,335 | \$ 59,335    |
| 8           | \$ 56,085 | \$ 57,085 | \$ 57,685    | \$ 58,585 | \$ 59,585    |
| 9           | \$ 56,428 | \$ 57,428 | \$ 58,028    | \$ 58,928 | \$ 59,928    |
| 10          | \$ 57,298 | \$ 58,298 | \$ 58,898    | \$ 59,798 | \$ 60,798    |
| 11          | \$ 59,187 | \$ 60,187 | \$ 60,787    | \$ 61,687 | \$ 62,687    |
| 12          | \$ 61,476 | \$ 62,476 | \$ 63,076    | \$ 63,976 | \$ 64,976    |
| 13          | \$ 63,661 | \$ 64,661 | \$ 65,261    | \$ 66,161 | \$ 67,161    |
| 14          | \$ 66,949 | \$ 67,949 | \$ 68,549    | \$ 69,449 | \$ 70,449    |
| 15          | \$ 70,145 | \$ 71,145 | \$ 71,745    | \$ 72,645 | \$ 73,645    |
| 16          | \$ 73,084 | \$ 74,084 | \$ 74,684    | \$ 75,584 | \$ 76,584    |
| 17          | \$ 76,114 | \$ 77,023 | \$ 77,623    | \$ 78,523 | \$ 79,523    |
| 18          | \$ 79,140 | \$ 80,140 | \$ 80,740    | \$ 81,640 | \$ 82,640    |
| 19          | \$ 82,251 | \$ 83,251 | \$ 83,851    | \$ 84,751 | \$ 85,751    |

**ARTICLE 11**  
**SCHEDULE A SALARY GUIDES**  
**2016-2017**

| <b>STEP</b> | <b>ND</b> | <b>BA</b> | <b>BA+30</b> | <b>MA</b> | <b>MA+30</b> |
|-------------|-----------|-----------|--------------|-----------|--------------|
| 0           | \$ 54,228 | \$ 55,228 | \$ 55,828    | \$ 56,728 | \$ 57,728    |
| 1           | \$ 54,578 | \$ 55,578 | \$ 56,178    | \$ 57,078 | \$ 58,078    |
| 2           | \$ 54,928 | \$ 55,928 | \$ 56,528    | \$ 57,428 | \$ 58,428    |
| 3           | \$ 55,178 | \$ 56,178 | \$ 56,778    | \$ 57,678 | \$ 58,678    |
| 4           | \$ 55,428 | \$ 56,428 | \$ 57,028    | \$ 57,928 | \$ 58,928    |
| 5           | \$ 55,678 | \$ 56,678 | \$ 57,278    | \$ 58,178 | \$ 59,178    |
| 6           | \$ 55,928 | \$ 56,928 | \$ 57,528    | \$ 58,428 | \$ 59,428    |
| 7           | \$ 56,178 | \$ 57,178 | \$ 57,778    | \$ 58,678 | \$ 59,678    |
| 8           | \$ 56,428 | \$ 57,428 | \$ 58,028    | \$ 58,928 | \$ 59,928    |
| 9           | \$ 56,771 | \$ 57,771 | \$ 58,371    | \$ 59,271 | \$ 60,271    |
| 10          | \$ 57,641 | \$ 58,641 | \$ 59,241    | \$ 60,141 | \$ 61,141    |
| 11          | \$ 59,530 | \$ 60,530 | \$ 61,130    | \$ 62,030 | \$ 63,030    |
| 12          | \$ 61,819 | \$ 62,819 | \$ 63,419    | \$ 64,319 | \$ 65,319    |
| 13          | \$ 64,004 | \$ 65,004 | \$ 65,604    | \$ 66,504 | \$ 67,504    |
| 14          | \$ 67,292 | \$ 68,292 | \$ 68,892    | \$ 69,792 | \$ 70,792    |
| 15          | \$ 70,488 | \$ 71,488 | \$ 72,088    | \$ 72,988 | \$ 73,988    |
| 16          | \$ 73,427 | \$ 74,427 | \$ 75,027    | \$ 75,927 | \$ 76,927    |
| 17          | \$ 76,457 | \$ 77,366 | \$ 77,966    | \$ 78,866 | \$ 79,866    |
| 18          | \$ 79,483 | \$ 80,483 | \$ 81,083    | \$ 81,983 | \$ 82,983    |
| 19          | \$ 82,594 | \$ 83,594 | \$ 84,194    | \$ 85,094 | \$ 86,094    |

**ARTICLE 11**  
**SCHEDULE A SALARY GUIDES**  
**2017-2018**

| <b>STEP</b> | <b>ND</b> | <b>BA</b> | <b>BA+30</b> | <b>MA</b> | <b>MA+30</b> |
|-------------|-----------|-----------|--------------|-----------|--------------|
| 0           | \$ 54,533 | \$ 55,533 | \$ 56,133    | \$ 57,033 | \$ 58,033    |
| 1           | \$ 54,883 | \$ 55,883 | \$ 56,483    | \$ 57,383 | \$ 58,383    |
| 2           | \$ 55,233 | \$ 56,233 | \$ 56,833    | \$ 57,733 | \$ 58,733    |
| 3           | \$ 55,483 | \$ 56,483 | \$ 57,083    | \$ 57,983 | \$ 58,983    |
| 4           | \$ 55,733 | \$ 56,733 | \$ 57,333    | \$ 58,233 | \$ 59,233    |
| 5           | \$ 55,983 | \$ 56,983 | \$ 57,583    | \$ 58,483 | \$ 59,483    |
| 6           | \$ 56,233 | \$ 57,233 | \$ 57,833    | \$ 58,733 | \$ 59,733    |
| 7           | \$ 56,483 | \$ 57,483 | \$ 58,083    | \$ 58,983 | \$ 59,983    |
| 8           | \$ 56,733 | \$ 57,733 | \$ 58,333    | \$ 59,233 | \$ 60,233    |
| 9           | \$ 57,076 | \$ 58,076 | \$ 58,676    | \$ 59,576 | \$ 60,576    |
| 10          | \$ 57,946 | \$ 58,946 | \$ 59,546    | \$ 60,446 | \$ 61,446    |
| 11          | \$ 59,835 | \$ 60,835 | \$ 61,435    | \$ 62,335 | \$ 63,335    |
| 12          | \$ 62,124 | \$ 63,124 | \$ 63,724    | \$ 64,624 | \$ 65,624    |
| 13          | \$ 64,309 | \$ 65,309 | \$ 65,909    | \$ 66,809 | \$ 67,809    |
| 14          | \$ 67,597 | \$ 68,597 | \$ 69,197    | \$ 70,097 | \$ 71,097    |
| 15          | \$ 70,793 | \$ 71,793 | \$ 72,393    | \$ 73,293 | \$ 74,293    |
| 16          | \$ 73,732 | \$ 74,732 | \$ 75,332    | \$ 76,232 | \$ 77,232    |
| 17          | \$ 76,762 | \$ 77,671 | \$ 78,271    | \$ 79,171 | \$ 80,171    |
| 18          | \$ 79,788 | \$ 80,788 | \$ 81,388    | \$ 82,288 | \$ 83,288    |
| 19          | \$ 82,899 | \$ 83,899 | \$ 84,499    | \$ 85,399 | \$ 86,399    |

**Article 11  
SCHEDULE B  
EXTRA PAY FOR EXTRA WORK**

All stipends listed on this Schedule are for one gross payment for all school locations where the teaching staff member provides instruction and not a separate stipend for each school location.

**1. ATHLETICS**

| Category                         | 2012-2013<br>Amount | 2013-2014<br>Amount | 2014-2015<br>Amount |
|----------------------------------|---------------------|---------------------|---------------------|
| <b>A. HIGH SCHOOL</b>            |                     |                     |                     |
| <b>Baseball</b>                  |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Lacrosse</b>                  |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Crew (Boys)</b>               |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Crew (Girls)</b>              |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Softball</b>                  |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Tennis (Boys)</b>             |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Golf</b>                      |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| <b>Track (Girls)</b>             |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Track (Boys)</b>              |                     |                     |                     |
| Head Coach                       | 7,253               | 7,253               | 7,253               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| Assistant Coaches                | 4,352               | 4,352               | 4,352               |
| <b>Weightlifting Coordinator</b> |                     |                     |                     |
| Fall Season                      | 5,643               | 5,643               | 5,643               |



|                              |       |       |       |
|------------------------------|-------|-------|-------|
| Winter Season                | 5,643 | 5,643 | 5,643 |
| Spring Season                | 5,643 | 5,643 | 5,643 |
| <b>Football</b>              |       |       |       |
| Head Coach                   | 9,803 | 9,803 | 9,803 |
| Assistant Coaches            | 5,882 | 5,882 | 5,882 |
| <b>Cross Country (Boys)</b>  |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Cross Country (Girls)</b> |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Field Hockey</b>          |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Soccer (Boys)</b>         |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Soccer (Girls)</b>        |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Tennis (Girls)</b>        |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Cheerleading (Fall)</b>   |       |       |       |
| Head Coach                   | 7,253 | 7,253 | 7,253 |
| Assistant Coaches            | 4,352 | 4,352 | 4,352 |
| <b>Basketball (Boys)</b>     |       |       |       |
| Head Coach                   | 7,553 | 7,553 | 7,553 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |
| <b>Basketball (Girls)</b>    |       |       |       |
| Head Coach                   | 7,553 | 7,553 | 7,553 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |
| <b>Cheerleading (Winter)</b> |       |       |       |
| Head Coach                   | 7,553 | 7,553 | 7,553 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |
| <b>Wrestling</b>             |       |       |       |
| Head Coach                   | 7,553 | 7,553 | 7,553 |
| Assistant Coaches            | 4,532 | 4,532 | 4,532 |

|                          |       |       |       |
|--------------------------|-------|-------|-------|
| Assistant Coaches        | 4,532 | 4,532 | 4,532 |
| <b>Swimming (Girls)</b>  |       |       |       |
| Head Coach               | 7,553 | 7,553 | 7,553 |
| Assistant Coaches        | 4,532 | 4,532 | 4,532 |
| <b>Track (Winter)</b>    |       |       |       |
| Head Coach               | 7,553 | 7,553 | 7,553 |
| Assistant Coaches        | 4,532 | 4,532 | 4,532 |
| <b>Swimming (Boys)</b>   |       |       |       |
| Head Coach               | 7,553 | 7,553 | 7,553 |
| Assistant Coaches        | 4,532 | 4,532 | 4,532 |
| <b>Swimming (Diving)</b> |       |       |       |
| Assistant Coaches        | 4,532 | 4,532 | 4,532 |
| <b>Band</b>              |       |       |       |
| Director                 | 7,533 | 7,533 | 7,533 |
| Assistants               | 4,533 | 4,533 | 4,533 |
| <b>Other</b>             |       |       |       |
| Faculty Manager          | 8,322 | 8,322 | 8,322 |
| <b>B. INTRAMURAL</b>     |       |       |       |
| Basketball (Boys)        |       |       |       |
| Grades 5-6               | 1,280 | 1,280 | 1,280 |
| Grades 7-8               | 1,280 | 1,280 | 1,280 |
| Basketball (Boys)        |       |       |       |
| Grades 5-6               | 1,280 | 1,280 | 1,280 |
| Grades 7-8               | 1,280 | 1,280 | 1,280 |
| In-Line Skating          | 1,280 | 1,280 | 1,280 |
| Fitness Group            | 1,280 | 1,280 | 1,280 |
| Weightlifting            | 1,280 | 1,280 | 1,280 |
| Volleyball               | 1,280 | 1,280 | 1,280 |
| Cheerleading             | 1,280 | 1,280 | 1,280 |
| Baton Twirling           | 1,280 | 1,280 | 1,280 |
| Middle School Wrestling  |       |       |       |
| Head Coach               | 2,560 | 2,560 | 2,560 |
| Assistant Coaches        | 1,280 | 1,280 | 1,280 |
| <b>Fall</b>              |       |       |       |
| Football (Tag)           | 1,280 | 1,280 | 1,280 |
| Cross Country            | 1,280 | 1,280 | 1,280 |
| Field Hockey             | 1,280 | 1,280 | 1,280 |

|                |       |       |       |
|----------------|-------|-------|-------|
| Weightlifting  | 1,280 | 1,280 | 1,280 |
| Cheerleading   | 1,280 | 1,280 | 1,280 |
| Fitness Group  | 1,280 | 1,280 | 1,280 |
| Soccer         | 1,280 | 1,280 | 1,280 |
| Modern Dance   | 1,280 | 1,280 | 1,280 |
| Volleyball     | 1,280 | 1,280 | 1,280 |
| Basketball     | 1,280 | 1,280 | 1,280 |
| Street Hockey  | 1,280 | 1,280 | 1,280 |
| Floor Hockey   | 1,280 | 1,280 | 1,280 |
| Baton Twirling | 1,280 | 1,280 | 1,280 |

**SPRING**

|                                    |       |       |       |
|------------------------------------|-------|-------|-------|
| Softball                           | 1,280 | 1,280 | 1,280 |
| Track                              | 1,280 | 1,280 | 1,280 |
| Weightlifting                      | 1,280 | 1,280 | 1,280 |
| Cheerleading                       | 1,280 | 1,280 | 1,280 |
| Weightlifting (Traveling)          | 1,280 | 1,280 | 1,280 |
| Baseball                           | 1,280 | 1,280 | 1,280 |
| Tennis                             | 1,280 | 1,280 | 1,280 |
| Track & Field                      | 1,280 | 1,280 | 1,280 |
| Modern Dance                       | 1,280 | 1,280 | 1,280 |
| Soccer                             | 1,280 | 1,280 | 1,280 |
| Mass Games                         | 1,280 | 1,280 | 1,280 |
| Middle School Tennis<br>Head Coach | 2,560 | 2,560 | 2,560 |
| Assistant Coaches                  | 1,280 | 1,280 | 1,280 |

**2. NON ATHLETIC DUTIES**

**A. ELEMENTARY**

|                          |        |        |        |
|--------------------------|--------|--------|--------|
| Safety Patrol            | 1,750  | 1,750  | 1,750  |
| Teacher-In-Charge        | 2,450* | 2,450* | 2,450* |
| Grade Level Leaders      | 2,420* | 2,420* | 2,420* |
| B.S.I.P. Contact Person  | 2,420* | 2,420* | 2,420* |
| Publications - Yearbook  | 2,120  | 2,120  | 2,120  |
| Publications - Newspaper | 1,790  | 1,790  | 1,790  |

|                                  |        |        |        |
|----------------------------------|--------|--------|--------|
| Drama                            | 2,175  | 2,175  | 2,175  |
| Choral Director                  | 1,600  | 1,600  | 1,600  |
| Say Yes To Education             | 1,600  | 1,600  | 1,600  |
| Crisis Team - \$1,000 per team   | 1,600  | 1,600  | 1,600  |
| SITE                             | 1,600  | 1,600  | 1,600  |
| Math 24                          | 1,600  | 1,600  | 1,600  |
| <b>B. MIDDLE</b>                 |        |        |        |
| Publications - Yearbook          | 2,120  | 2,120  | 2,120  |
| Publications - Newspaper         | 1,790  | 1,790  | 1,790  |
| Curriculum Chairperson           | 2,420* | 2,420* | 2,420* |
| Safety Patrol                    | 1,750  | 1,750  | 1,750  |
| Dramatics                        | 2,175  | 2,175  | 2,175  |
| Audio Visual                     | 1,625  | 1,625  | 1,625  |
| Grade Level Leaders              | 2,420* | 2,420* | 2,420* |
| OM Coaches                       | 2,075  | 2,075  | 2,075  |
| Auditorium Director              | 1,600  | 1,600  | 1,600  |
| String Ensemble                  | 3,200  | 3,200  | 3,200  |
| Band Director                    | 1,600  | 1,600  | 1,600  |
| Mini-Model Congress              | 1,600  | 1,600  | 1,600  |
| Mock Trial Advisor               | 1,600  | 1,600  | 1,600  |
| National Junior Honor Society    | 1,600  | 1,600  | 1,600  |
| Math 24                          | 1,600  | 1,600  | 1,600  |
| Say Yes To Education             | 1,600  | 1,600  | 1,600  |
| Choral Director                  | 1,600  | 1,600  | 1,600  |
| Just Say No                      | 1,600  | 1,600  | 1,600  |
| Crisis Team                      | 1,600  | 1,600  | 1,600  |
| Rogate                           | 1,600  | 1,600  | 1,600  |
| Cognetics                        | 1,600  | 1,600  | 1,600  |
| Teacher-In-Charge                | 2,450* | 2,450* | 2,450* |
| <b>C. HIGH SCHOOL</b>            |        |        |        |
| Publications - Newspaper (11/12) | 2,660  | 2,660  | 2,660  |
| Publications - Magazine (11/12)  | 2,235  | 2,235  | 2,235  |
| Publications - Yearbook:         |        |        |        |

|                                    |         |          |          |
|------------------------------------|---------|----------|----------|
| Literary                           | 2,425   | 2,425    | 2,425    |
| Photography                        | 2,235   | 2,235    | 2,235    |
| Business                           | 2,235   | 2,235    | 2,235    |
| Publications - Newspaper (9/10)    | 2,235   | 2,235    | 2,235    |
| Classbook(9/10):                   |         |          |          |
| Literary                           | 2,235   | 2,235    | 2,235    |
| Photography                        | 2,235   | 2,235    | 2,235    |
| Business                           | 2,235   | 2,235    | 2,235    |
| Student Government Advisor (11/12) | 2,300   | 2,300    | 2,300    |
| Student Government Advisor (9/10)  | 2,300   | 2,300    | 2,300    |
| Vocal, Concert, Stage Director     | 2,660   | 2,660    | 2,660    |
| Dramatics Director                 | 2,660   | 2,660    | 2,660    |
| Class Advisors:                    |         |          |          |
| Senior Class                       | 2,660   | 2,660    | 2,660    |
| Junior Class                       | 2,500   | 2,500    | 2,500    |
| Sophomore Class                    | 2,400   | 2,400    | 2,400    |
| Freshman Class                     | 2,400   | 2,400    | 2,400    |
| Department Heads                   | 2,420*  | 2,600*** | 2,600*** |
| Model Congress Advisors            | 2,235   | 2,235    | 2,235    |
| B.S.I.P. Contact Person            |         |          |          |
| Project Graduation                 | 2,235   | 2,235    | 2,235    |
| National Honor Society Advisor     | 2,235   | 2,235    | 2,235    |
| Mock Trial Advisor                 | 2,235   | 2,235    | 2,235    |
| OM Coaches                         | 2,235   | 2,235    | 2,235    |
| Teacher In Charge                  | 2,450*  | 2,450*   | 2,450*   |
| Crisis Team                        | 2,400   | 2,400    | 2,400    |
| ROTC Instructor/Supervisor         | 2,600** | 2,600**  | 2,600**  |

#### **D. CLUB ADVISORS (After School Clubs)**

Club Advisors shall receive \$24.00 in 2012-2013, \$24.00 in 2013-2014, and \$24.00 in 2014-2015 per meeting of their club. The number of club meetings shall be set by the Administration. No more than thirty (30) meetings will be required and the advisors will not be paid for more than 30 meetings.

#### **E. CHILD STUDY TEAM**

If it becomes necessary for Child Study Team Learning Disabilities Specialists and/or School Social Workers to be utilized to reduce case loads, it will be done only on a volunteer basis and compensation will be at the rate of

\$189.50 in 2011-2012, \$189.50 in 2012-2013, and \$189.50 in 2014-2015 per case.

**F. MOVING EXPENSE**

Teachers who are compelled, other than as part of the school day, to move from one building to another building shall be compensated at the rate of \$20.50 per hour in 2012-2013, \$20.50 per hour in 2013-2014 and \$20.50 per hour in 2014-2015, upon their certification of hours spent moving, which hours shall not exceed a total of six (6) without written approval from the Superintendent or his designee. No other compensation shall be available to teachers for moving and/or setting up their classroom(s). Teachers who move on a voluntary basis shall not be entitled to payment.

\* Plus \$30.00 per teacher.

\*\*The Board of Education shall only be responsible for paying \$1,300 of this stipend. The remaining \$1,300 shall be paid by the military. In the event the military does not pay \$1,300, the Board will still only pay \$1,300 as the stipend.

\*\*\*Plus \$35.00 per teacher

**ARTICLE 12**

**SCHEDULE C SALARY GUIDES PLACEMENT**

| TITLES- TWELVE MONTH  | PLACEMENT    |
|---|--------------|
| Clerk   | Generic 12   |
| Clerk Typist; Account Clerk (Typing)  | Generic 12   |
| Clerk Typist Bilingual (English and Spanish); Clerk Transcriber   | Generic 12   |
| Clerk Stenographer, Telephone Operator (Typing); Data Entry Machine Operator (Typing); Payroll Clerk; Employment Benefits Clerk; Personnel Clerk; Graphic Artist; Public Information Assistant.   | Generic 12   |
| Clerk Stenographer Bilingual (English and Spanish); Data Control Clerk/Stenographer; Personnel Clerk/Bilingual  | Generic 12   |
| Senior Clerk Transcriber; Senior Accountant Clerk (Typing); Senior Clerk Typist; Senior Clerk (Schools); Senior Telephone Operator/Typing Receptionist; Senior Photostat Operator   | Senior 12    |
| Senior Accountant Clerk (Stenography); Senior Clerk Stenographer; Senior Clerk Typist/Bilingual (English and Spanish); Senior Payroll Clerk (Typing); Senior Data Entry Machine Operator (Typing); Senior Personnel Clerk (Typing); Senior Employee Benefits Clerk (Typing) | Senior 12    |
| Computer Operator   | Generic 12   |
| Senior Clerk Stenographer/Bilingual (English and Spanish); Senior Purchasing Assistant (Typing)   | Senior 12    |
| Principal Accountant Clerk (Typing); Principal Clerk (Typing); Principal Clerk Transcriber; Principal Payroll Clerk; Principal Benefits Clerk (Typing)  | Principal 12 |
| Senior Computer Operator  | Senior 12    |
| Principal Clerk Stenographer; Principal Data Entry Machine Operator (Typing); Principal Purchasing Assistant (Typing); Principal Clerk Typist/Bilingual   | Principal 12 |
| Supervising Account Clerk (Typing); Supervising Clerk Typist  |              |

| TITLES – TWELVE MONTH   | PLACEMENT    |
|---|--------------|
| Clerk   | Generic 12   |
| Clerk Typist; Account Clerk (Typing)  | Generic 12   |
| Clerk Typist Bilingual (English and Spanish); Clerk Transcriber   | Generic 12   |
| Clerk Stenographer, Telephone Operator (Typing); Data Entry Machine Operator (Typing); Payroll Clerk; Employment Benefits Clerk; Personnel Clerk; Graphic Artist; Public Information Assistant.   | Generic 12   |
| Clerk Stenographer Bilingual (English and Spanish); Data Control Clerk/Stenographer; Personnel Clerk/Bilingual  | Generic 12   |
| Senior Clerk Transcriber; Senior Accountant Clerk (Typing); Senior Clerk Typist; Senior Clerk (Schools); Senior Telephone Operator/Typing Receptionist; Senior Photostat Operator   | Senior 12    |
| Senior Accountant Clerk (Stenography); Senior Clerk Stenographer; Senior Clerk Typist/Bilingual (English and Spanish); Senior Payroll Clerk (Typing); Senior Data Entry Machine Operator (Typing); Senior Personnel Clerk (Typing); Senior Employee Benefits Clerk (Typing) | Senior 12    |
| Computer Operator   | Generic 12   |
| Senior Clerk Stenographer/Bilingual (English and Spanish); Senior Purchasing Assistant (Typing)   | Senior 12    |
| Principal Accountant Clerk (Typing); Principal Clerk (Typing); Principal Clerk Transcriber; Principal Payroll Clerk; Principal Benefits Clerk (Typing)  | Principal 12 |
| Senior Computer Operator  | Senior 12    |
| Principal Clerk Stenographer; Principal Data Entry Machine Operator (Typing); Principal Purchasing Assistant (Typing); Principal Clerk Typist/Bilingual   | Principal 12 |
| Supervising Account Clerk (Typing); Supervising Clerk Typist  |              |



| TITLE – TEN MONTH   | PLACEMENT    |
|---|--------------|
| Clerk   | Generic 10   |
| Clerk Typist; Account Clerk (Typing)  | Generic 10   |
| Clerk Typist Bilingual (English and Spanish); Clerk Transcriber   | Generic 10   |
| Clerk Stenographer, Telephone Operator (Typing); Data Entry Machine Operator (Typing); Payroll Clerk; Employment Benefits Clerk; Personnel Clerk; Graphic Artist; Public Information Assistant.   | Generic 10   |
| Clerk Stenographer Bilingual (English and Spanish); Data Control Clerk/Stenographer; Personnel Clerk/Bilingual  | Generic 10   |
| Senior Clerk Transcriber; Senior Accountant Clerk (Typing); Senior Clerk Typist; Senior Clerk (Schools); Senior Telephone Operator/Typing Receptionist; Senior Photostat Operator   | Senior 10    |
| Senior Accountant Clerk (Stenography); Senior Clerk Stenographer; Senior Clerk Typist/Bilingual (English and Spanish); Senior Payroll Clerk (Typing); Senior Data Entry Machine Operator (Typing); Senior Personnel Clerk (Typing); Senior Employee Benefits Clerk (Typing) | Senior 10    |
| Computer Operator   | Generic 10   |
| Senior Clerk Stenographer/Bilingual (English and Spanish); Senior Purchasing Assistant (Typing)   | Senior 10    |
| Principal Accountant Clerk (Typing); Principal Clerk (Typing); Principal Clerk Transcriber; Principal Payroll Clerk; Principal Benefits Clerk (Typing)  | Principal 10 |
| Senior Computer Operator  | Senior 10    |
| Principal Clerk Stenographer; Principal Data Entry Machine Operator (Typing); Principal Purchasing Assistant (Typing); Principal Clerk Typist/Bilingual   | Principal 10 |
| Supervising Account Clerk (Typing); Supervising Clerk Typist  |              |

ARTICLE 12

SCHEDULE D SALARY GUIDES – SECRETARIES

2015-2016

| STEP | Generic 12 | Senior 12 | Principal 12 | Generic 10 | Senior 10 | Principal 10 |
|------|------------|-----------|--------------|------------|-----------|--------------|
| 1    | \$ 24,232  | \$ 27,732 | \$ 31,232    | \$ 19,632  | \$ 22,432 | \$ 25,232    |
| 2    | \$ 25,024  | \$ 28,524 | \$ 32,024    | \$ 20,265  | \$ 23,065 | \$ 25,865    |
| 3    | \$ 25,815  | \$ 29,315 | \$ 32,815    | \$ 20,899  | \$ 23,699 | \$ 26,499    |
| 4    | \$ 26,607  | \$ 30,107 | \$ 33,607    | \$ 21,532  | \$ 24,332 | \$ 27,132    |
| 5    | \$ 27,399  | \$ 30,899 | \$ 34,399    | \$ 22,165  | \$ 24,965 | \$ 27,765    |
| 6    | \$ 28,190  | \$ 31,690 | \$ 35,190    | \$ 22,799  | \$ 25,599 | \$ 28,399    |
| 7    | \$ 28,982  | \$ 32,482 | \$ 35,982    | \$ 23,432  | \$ 26,232 | \$ 29,032    |
| 8    | \$ 29,774  | \$ 33,274 | \$ 36,774    | \$ 24,065  | \$ 26,865 | \$ 29,665    |
| 9    | \$ 30,565  | \$ 34,065 | \$ 37,565    | \$ 24,699  | \$ 27,499 | \$ 30,299    |
| 10   | \$ 31,357  | \$ 34,857 | \$ 38,357    | \$ 25,332  | \$ 28,132 | \$ 30,932    |
| 11   | \$ 32,149  | \$ 35,649 | \$ 39,149    | \$ 25,965  | \$ 28,765 | \$ 31,565    |
| 12   | \$ 32,940  | \$ 36,440 | \$ 39,940    | \$ 26,599  | \$ 29,399 | \$ 32,199    |
| 13   | \$ 33,732  | \$ 37,232 | \$ 40,732    | \$ 27,232  | \$ 30,032 | \$ 32,832    |
| 14   | \$ 34,524  | \$ 38,024 | \$ 41,524    | \$ 27,865  | \$ 30,665 | \$ 33,465    |
| 15   | \$ 35,315  | \$ 38,815 | \$ 42,315    | \$ 28,499  | \$ 31,299 | \$ 34,099    |
| 16   | \$ 36,107  | \$ 39,607 | \$ 43,107    | \$ 29,132  | \$ 31,932 | \$ 34,732    |
| 17   | \$ 36,899  | \$ 40,399 | \$ 43,899    | \$ 29,765  | \$ 32,565 | \$ 35,365    |
| 18   | \$ 37,690  | \$ 41,190 | \$ 44,690    | \$ 30,399  | \$ 33,199 | \$ 35,999    |
| 19   | \$ 38,482  | \$ 41,982 | \$ 45,482    | \$ 31,032  | \$ 33,832 | \$ 36,632    |
| 20   | \$ 39,274  | \$ 42,774 | \$ 46,274    | \$ 31,665  | \$ 34,465 | \$ 37,265    |
| 21   | \$ 40,065  | \$ 43,565 | \$ 47,065    | \$ 32,299  | \$ 35,099 | \$ 37,899    |
| 22   | \$ 40,857  | \$ 44,357 | \$ 47,857    | \$ 32,932  | \$ 35,732 | \$ 38,532    |
| 23   | \$ 41,649  | \$ 45,149 | \$ 48,649    | \$ 33,565  | \$ 36,365 | \$ 39,165    |
| 24   | \$ 42,440  | \$ 45,940 | \$ 49,440    | \$ 34,199  | \$ 36,999 | \$ 39,799    |
| 25   | \$ 43,232  | \$ 46,732 | \$ 50,232    | \$ 34,832  | \$ 37,632 | \$ 40,432    |

**OFF GUIDE**

**OG 1 \$37,998**

**OG 2 \$38,733**

**OG 3 \$39,873**

**OG 4 \$41,368**

**ARTICLE 12**

**SCHEDULE D SALARY GUIDES – SECRETARIES**

**2016-2017**

| STEP | Generic 12 | Senior 12 | Principal 12 | Generic 10 | Senior 10 | Principal 10 |
|------|------------|-----------|--------------|------------|-----------|--------------|
| 1    | \$ 24,584  | \$ 28,084 | \$ 31,584    | \$ 19,984  | \$ 22,784 | \$ 25,584    |
| 2    | \$ 25,376  | \$ 28,876 | \$ 32,376    | \$ 20,617  | \$ 23,417 | \$ 26,217    |
| 3    | \$ 26,167  | \$ 29,667 | \$ 33,167    | \$ 21,251  | \$ 24,051 | \$ 26,851    |
| 4    | \$ 26,959  | \$ 30,459 | \$ 33,959    | \$ 21,884  | \$ 24,684 | \$ 27,484    |
| 5    | \$ 27,751  | \$ 31,251 | \$ 34,751    | \$ 22,517  | \$ 25,317 | \$ 28,117    |
| 6    | \$ 28,542  | \$ 32,042 | \$ 35,542    | \$ 23,151  | \$ 25,951 | \$ 28,751    |
| 7    | \$ 29,334  | \$ 32,834 | \$ 36,334    | \$ 23,784  | \$ 26,584 | \$ 29,384    |
| 8    | \$ 30,126  | \$ 33,626 | \$ 37,126    | \$ 24,417  | \$ 27,217 | \$ 30,017    |
| 9    | \$ 30,917  | \$ 34,417 | \$ 37,917    | \$ 25,051  | \$ 27,851 | \$ 30,651    |
| 10   | \$ 31,709  | \$ 35,209 | \$ 38,709    | \$ 25,684  | \$ 28,484 | \$ 31,284    |
| 11   | \$ 32,501  | \$ 36,001 | \$ 39,501    | \$ 26,317  | \$ 29,117 | \$ 31,917    |
| 12   | \$ 33,292  | \$ 36,792 | \$ 40,292    | \$ 26,951  | \$ 29,751 | \$ 32,551    |
| 13   | \$ 34,084  | \$ 37,584 | \$ 41,084    | \$ 27,584  | \$ 30,384 | \$ 33,184    |
| 14   | \$ 34,876  | \$ 38,376 | \$ 41,876    | \$ 28,217  | \$ 31,017 | \$ 33,817    |
| 15   | \$ 35,667  | \$ 39,167 | \$ 42,667    | \$ 28,851  | \$ 31,651 | \$ 34,451    |
| 16   | \$ 36,459  | \$ 39,959 | \$ 43,459    | \$ 29,484  | \$ 32,284 | \$ 35,084    |
| 17   | \$ 37,251  | \$ 40,751 | \$ 44,251    | \$ 30,117  | \$ 32,917 | \$ 35,717    |
| 18   | \$ 38,042  | \$ 41,542 | \$ 45,042    | \$ 30,751  | \$ 33,551 | \$ 36,351    |
| 19   | \$ 38,834  | \$ 42,334 | \$ 45,834    | \$ 31,384  | \$ 34,184 | \$ 36,984    |
| 20   | \$ 39,626  | \$ 43,126 | \$ 46,626    | \$ 32,017  | \$ 34,817 | \$ 37,617    |
| 21   | \$ 40,417  | \$ 43,917 | \$ 47,417    | \$ 32,651  | \$ 35,451 | \$ 38,251    |
| 22   | \$ 41,209  | \$ 44,709 | \$ 48,209    | \$ 33,284  | \$ 36,084 | \$ 38,884    |
| 23   | \$ 42,001  | \$ 45,501 | \$ 49,001    | \$ 33,917  | \$ 36,717 | \$ 39,517    |
| 24   | \$ 42,792  | \$ 46,292 | \$ 49,792    | \$ 34,551  | \$ 37,351 | \$ 40,151    |
| 25   | \$ 43,584  | \$ 47,084 | \$ 50,584    | \$ 35,184  | \$ 37,984 | \$ 40,784    |

**OFF GUIDE**

**OG 1 \$38,350**

**OG 2 \$39,085**

**OG 3 \$40,225**

**OG 4 \$41,720**

ARTICLE 12

SCHEDULE D SALARY GUIDES – SECRETARIES

2017-2018

| STEP | Generic 12 | Senior 12 | Principal 12 | Generic 10 | Senior 10 | Principal 10 |
|------|------------|-----------|--------------|------------|-----------|--------------|
| 1    | \$ 24,974  | \$ 28,474 | \$ 31,974    | \$ 20,374  | \$ 23,174 | \$ 25,974    |
| 2    | \$ 25,766  | \$ 29,266 | \$ 32,766    | \$ 21,007  | \$ 23,807 | \$ 26,607    |
| 3    | \$ 26,557  | \$ 30,057 | \$ 33,557    | \$ 21,641  | \$ 24,441 | \$ 27,241    |
| 4    | \$ 27,349  | \$ 30,849 | \$ 34,349    | \$ 22,274  | \$ 25,074 | \$ 27,874    |
| 5    | \$ 28,141  | \$ 31,641 | \$ 35,141    | \$ 22,907  | \$ 25,707 | \$ 28,507    |
| 6    | \$ 28,932  | \$ 32,432 | \$ 35,932    | \$ 23,541  | \$ 26,341 | \$ 29,141    |
| 7    | \$ 29,724  | \$ 33,224 | \$ 36,724    | \$ 24,174  | \$ 26,974 | \$ 29,774    |
| 8    | \$ 30,516  | \$ 34,016 | \$ 37,516    | \$ 24,807  | \$ 27,607 | \$ 30,407    |
| 9    | \$ 31,307  | \$ 34,807 | \$ 38,307    | \$ 25,441  | \$ 28,241 | \$ 31,041    |
| 10   | \$ 32,099  | \$ 35,599 | \$ 39,099    | \$ 26,074  | \$ 28,874 | \$ 31,674    |
| 11   | \$ 32,891  | \$ 36,391 | \$ 39,891    | \$ 26,707  | \$ 29,507 | \$ 32,307    |
| 12   | \$ 33,682  | \$ 37,182 | \$ 40,682    | \$ 27,341  | \$ 30,141 | \$ 32,941    |
| 13   | \$ 34,474  | \$ 37,974 | \$ 41,474    | \$ 27,974  | \$ 30,774 | \$ 33,574    |
| 14   | \$ 35,266  | \$ 38,766 | \$ 42,266    | \$ 28,607  | \$ 31,407 | \$ 34,207    |
| 15   | \$ 36,057  | \$ 39,557 | \$ 43,057    | \$ 29,241  | \$ 32,041 | \$ 34,841    |
| 16   | \$ 36,849  | \$ 40,349 | \$ 43,849    | \$ 29,874  | \$ 32,674 | \$ 35,474    |
| 17   | \$ 37,641  | \$ 41,141 | \$ 44,641    | \$ 30,507  | \$ 33,307 | \$ 36,107    |
| 18   | \$ 38,432  | \$ 41,932 | \$ 45,432    | \$ 31,141  | \$ 33,941 | \$ 36,741    |
| 19   | \$ 39,224  | \$ 42,724 | \$ 46,224    | \$ 31,774  | \$ 34,574 | \$ 37,374    |
| 20   | \$ 40,016  | \$ 43,516 | \$ 47,016    | \$ 32,407  | \$ 35,207 | \$ 38,007    |
| 21   | \$ 40,807  | \$ 44,307 | \$ 47,807    | \$ 33,041  | \$ 35,841 | \$ 38,641    |
| 22   | \$ 41,599  | \$ 45,099 | \$ 48,599    | \$ 33,674  | \$ 36,474 | \$ 39,274    |
| 23   | \$ 42,391  | \$ 45,891 | \$ 49,391    | \$ 34,307  | \$ 37,107 | \$ 39,907    |
| 24   | \$ 43,182  | \$ 46,682 | \$ 50,182    | \$ 34,941  | \$ 37,741 | \$ 40,541    |
| 25   | \$ 43,974  | \$ 47,474 | \$ 50,974    | \$ 35,574  | \$ 38,374 | \$ 41,174    |

**OFF GUIDE**

**OG 1 \$38,740**

**OG 2 \$39,475**

**OG 3 \$40,615**

**OG 4 \$42,110**