

AGREEMENT

BETWEEN

THE MANCHESTER TOWNSHIP BOARD OF EDUCATION

AND

THE MANCHESTER TOWNSHIP EDUCATION ASSOCIATION

COVERING THE PERIOD

JULY 1, 2022 THROUGH JUNE 30, 2027

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PREAMBLE

The following constitutes a contract between the Manchester Township Board of Education and the Manchester Township Education Association.

ARTICLE I

Recognition and Purpose

- 1:1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiating concerning grievances and terms and conditions of employment for all regularly employed certified and non-certified personnel employed by the Board and listed below.
- 1:2 This contract applies to all classroom teachers, special teachers, guidance counselors, Child Study Team members, librarians, nurses, full-time physical therapists, full-time occupational therapists, Athletic Trainer, secretaries*, para-professionals, and all other clerical personnel. Terms and conditions of employment for custodians, groundskeepers, maintenance mechanics, bus drivers, bus mechanics, and transportation aides, who are represented by the Association, are set forth separately in the Manchester Township Supportive Education Association Collective Bargaining Agreement. This contract excludes administrative and other supervisory personnel as well as the secretaries to the superintendent, assistant superintendent, business administrator, director of special services, director of curriculum, director of student and administrative services, supervisor of buildings and grounds, the payroll specialists and the budgetary specialists.
- * If an attendance officer is hired it shall be a secretarial position.
- 1:3 Unless otherwise indicated, the term “employee” used hereinafter in this agreement shall refer to all employees represented by the Association as noted in 1:1 above. The term “teacher,” when used hereinafter in this agreement, shall refer to all certified employees in the negotiating unit as noted in 1:1 above. The term “secretaries,” when used hereinafter in this agreement, shall refer to all secretaries and clerical personnel in the negotiating unit as noted in 1:1 above.
- 1:4 Employees regularly employed on a part-time basis shall receive salary pro-rated to that of employees on a full-time basis. Such employees shall receive all benefits in Article X pro-rated to the nearest whole day.
- 1:5 Employees employed for less than thirty (30) hours per week shall not be eligible for health insurance benefits.

- 1:6 The Board and the Employee agree to participate in negotiations under the New Jersey Employer-Employee Relations Act, such participation being in good faith for the purpose of arriving at mutual agreement on the terms and conditions of employment. Negotiations shall begin no later than October 1 of the year prior to the school year for which the contract will be negotiated.

ARTICLE II

Negotiating Procedure

2:1 Directing Requests

Requests for meetings from the Employee shall be made directly to the Superintendent of Schools. Requests from the Board shall be made to the representative of the Employee. A mutually convenient meeting date shall be set within forty-five (45) calendar days of the date of request by either party, if feasible.

2:2 Meetings

Meetings shall be called upon the written request of either party. Requests for meetings shall contain the reasons for the request. Official summary minutes shall be kept and clerical assistance provided; clerical assistance shall be shared equally by both parties.

2:3 Agreement

When agreement is reached, it shall be reduced to writing by the Board, and when ratified by the Board and the Association, shall be signed by both parties. The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the unit.

ARTICLE III

Grievance Procedure

A grievance shall be a complaint arising out of interpretation and application or violation of policies, agreements, and administrative decisions affecting the terms and conditions of employment of the employees covered by this agreement. Grievances shall be filed, and appealed, if applicable, using forms which shall at a minimum include the date the incident occurred, a brief description of the incident, the specific contract clause(s) and policy or policies violated and the remedy sought (Appendix A).

- 3:1 Level 1: The aggrieved person shall submit his/her grievance in writing on the Grievance Form 1 to the Building Principal within fifteen (15) school days of the incident unless extenuating circumstances prohibit meeting this time stipulation.
- 3:2 The Building Principal shall answer or settle the matter within five (5) school days of receipt of the grievance.

- 3:3 Level 2: If the aggrieved person is not satisfied with the Level I response, the grievant may appeal to the Superintendent on Grievance Form 2 within ten (10) school days of the Level 1 response.
- 3:4 The Superintendent shall answer or settle the matter within ten (10) school days after receipt of Grievance Form 2.
- 3:5 Level 3: All foregoing steps having been taken without satisfaction, the grievant may appeal to the Board of Education using Grievance Form 3. This appeal shall be made within ten (10) school days of the termination of the proceeding time stipulation.
- 3:6 The Board of Education, or its representative, shall meet with the grievant within thirty (30) school days of the appeal, and render a decision within fifteen (15) school days of the hearing.
- 3:7 Level 4: If the aggrieved is not satisfied with the disposition of the grievance by the Board of Education, the aggrieved may within five (5) school days of the Board's decision, request in writing that the Association submit his/her grievance to arbitration. If the Executive Board of the Association determines that the grievance is meritorious, they may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved.
- 3:8 Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Arbitration Association or PERC by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or PERC in the selection of an arbitrator.
- 3:9 The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her recommendation not later than thirty (30) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him/her. The arbitrator's recommendation shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation which requires the commission of an act prohibited by law or which is a violation of the terms of the Agreement.
- 3:10 The arbitrator shall limit him/herself to the interpretation and application of the terms of this Agreement, and to the issues submitted to him/her and consider no other(s).
- 3:11 The arbitrator shall have no authority to add to, detract from, alter, amend or modify any provision of this Agreement, or impose on any party hereto a limitation or obligation not provided for in this Agreement.
- 3:12 The award of the arbitrator on the merits of any grievance within his/her jurisdiction and authority as provided in the Agreement, shall be final and binding on the aggrieved employee or employees, the Association, and the Board.

- 3:13 All fees of the arbitrator including, but not limited to necessary travel expenses, fees for transcripts, and payments to witnesses, of any arbitration proceedings shall be borne by the parties equally, except that each shall pay the fees of its own counsel.
- 3:14 Nothing in the Article shall be construed to deny to the grievant the right of appeal to PERC, the Commissioner or the courts.
- N.B. It should be understood that in Levels 1 through 4 of the procedure, the grievant may be accompanied by no more than three (3) representatives of his/her choosing.

ARTICLE IV

Costs and Expenses

Costs and expenses incurred in the printing of any of the terms of this contract shall be mutually shared by the Board and the Association. The signing and printing of the contract must be accomplished in a timely manner, not to exceed sixty (60) days from the ratification by both parties, if possible. The contract shall be reduced to writing by the Board.

ARTICLE V

Strikes and Lockouts

For all Unit Members

- 5:1 During the period of this Agreement or any extension thereof, there shall be neither strikes nor other stoppage of the educational process by the Unit or its members, nor any lockouts of employees of the Board.
- 5:2 In addition to any other restriction under the law, the Association shall not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with, or stoppage of the Employer's work, and the Employer shall not cause a lockout.
- 5:3 Except as abridged, limited, or modified by the terms of this contract, the Employer may exercise all rights, powers, duties, authorities, and responsibilities conferred upon and invested in it by the Laws and Constitution of the State of New Jersey and the United States of America. Except as abridged, limited, or modified by the terms of this contract, all such rights, powers, authority, prerogatives of management, and responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and the activity of employees, are retained by the Employer.

ARTICLE VI

Amendments

All or any part of this contract may be amended by mutual agreement in writing.

ARTICLE VII

School Calendar

- 7:1 Prior to February 1 of each year, Association representatives shall meet with the Superintendent to make any recommendations concerning the school calendar for the ensuing school year. Final determination of the school calendar, as well as amendment thereof for good reason, shall rest with the Board after notification to the Association.
- 7:2 Upon adoption by the Board, the school calendar shall be distributed to the employees as soon as possible. In the event of any amendment to the calendar, the amended version(s) shall also be distributed to the employees as soon as possible.
- 7:3 The in-school year for teachers employed on a ten month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-four (184) days, including orientation day and three (3) professional (in-service) days. The last day of school for certificated staff shall be the day of high school graduation. During two of the in-service days that take place during the mid-year, Professional Development/training shall be provided for secretaries.
- 7:4 The in-school year for secretaries employed on a ten month basis shall not exceed one hundred eighty-four (184) days. Ten month secretaries shall work the school calendar from September 1 through June 30.
- 7:5 Secretaries employed on a twelve (12) month basis shall have a work year from July 1 to June 30, with the same holidays/vacation days as the teachers, plus Labor Day off, and July 4th off during the two summer months of work.
- 7:6 Staff work days shall not exceed the length of the early dismissal schedules at each school on the day before Thanksgiving and Winter Recess, and Spring Recess. However, staff shall remain ten (10) minutes after student dismissal on such days.

ARTICLE VIII

Vacation

8:1 Twelve-month secretarial vacation schedule with pay for those hired before July 1, 1989 remains the same.

Less than one (1) year of employment	- one (1) day per month employed, up to a total of ten (10) days
After one (1) year of employment	- ten (10) days
After five (5) years of employment	- fifteen (15) days
After ten (10) years of employment	- twenty (20) days
After fifteen (15) years of employment	- twenty-five (25) days

8:2 For those hired as of July 1, 1989 the following vacation schedule applies:

After one (1) year of employment	- ten (10) days
After five (5) years of employment	- twelve (12) days
After ten (10) years of employment	- fifteen (15) days
After fifteen (15) years of employment	- twenty (20) days

8:3 Vacation eligibility shall be figured by anniversary date of each employee. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the Building Principal or Supervisor. Such approval shall not be arbitrarily withheld. In the event of a conflict, seniority shall prevail.

8:4 Ten-month secretarial vacation schedule:
Eight (8) paid vacation days following the end of each school year –**or**–
eight (8) vacation days during the course of the school year, at times mutually agreeable to the individual and his/her supervisor.

After five (5) years in the school system, the number of vacation days shall be increased to ten (10).

8:5 Secretaries filling the current two (2) ten-month secretary positions shall continue to work the calendar as per Article 7:5 and receive vacation days pursuant to this agreement. As of July 1, 2000 all additional ten-month positions shall not receive vacation days but will work the teachers' school calendar.

ARTICLE IX

Work Hours and Workload

9:1 **Teacher Workday**

9:1-1 The total in-school regularly scheduled workday for full session teachers based in the elementary schools and the middle school shall consist of no more than seven (7) hours and five (5) minutes. The additional five (5) minutes (non-instructional) shall only be used for

monitoring students upon arrival or dismissal. Staff will receive five (5) minutes of no student contact time prior to students reporting to classes.

The total in-school regularly scheduled workday for full session teachers based in the Regional Day School shall consist of no more than seven (7) hours.

- 9:1-2 Teachers in the elementary schools shall have a fifty (50) minute duty free lunch. On the two (2) day in-service abbreviated days only, the fifty (50) minute lunch period may be provided by splitting the times into two (2) segments. The actual scheduling of the fifty (50) minutes is dependent upon the specific traveling needs of an individual school. The in-service abbreviated days shall not exceed two (2) days in any school year.
- 9:1-3 Teachers in the middle school shall have a duty free lunch equal in duration to a teaching period.
- 9:1-4 The total in-school regularly scheduled workday for full session teachers based in the high school shall consist of no more than seven (7) hours and five (5) minutes. The additional five (5) minutes (non-instructional) shall only be used for monitoring students upon arrival or dismissal.
- 9:1-5 Teachers in the high school shall have a duty free lunch equal in duration to the students.
- 9:1-6 Kindergarten teachers shall have a fifty (50) minute duty free lunch.
- 9:1-7 Teachers based at both the high school and the elementary schools shall be deemed to be based at the elementary school.
- 9:1-8 When a teacher is based in more than one building, the Superintendent shall determine where based for purposes of faculty meetings.
- 9:1-9a Teachers based in the high school will provide extra help to students, subject to scheduling between the teacher and student, during the 43 minute "Period 5" of the new high school block schedule effective September 1, 2016. Such extra help will only be required on Tuesdays, Wednesdays and Thursdays and not on days immediately before or after a school recess such as Thanksgiving or Winter Break. In the event that a teacher has a student club or activity or a faculty meeting scheduled during Period 5 on any day, that activity shall be in lieu of the extra help obligation for that day.
- 9:1-9b. Teachers based at the middle school shall provide one (1) hour of extra help after school once per week.
- 9:1-10 All evaluations of members of the Association shall be conducted by district administrators and supervisors who are full-time and actively employed in the district. Association members shall not evaluate other Association members.
- 9:1-11 All certified staff observations and evaluations shall be conducted in accordance with the current regulations of the New Jersey Department of Education.

- 9:1-12 The forty (40) minute “long observation” of all high school staff shall start at the beginning of an instructional block or end at the conclusion of an instructional block.
- 9:1-13 There shall be a District Evaluation Advisory Committee (DEAC) that will remain operational throughout the 2015-2018 Agreement, regardless of any sunset or expiration of the corresponding state regulations.
- 9:1-13.1 **Definition.** The DEAC is an advisory group created to oversee and guide the planning and implementation of the district Board of Education’s evaluation policies and procedures.
- 9:1-13.2 **Membership.** Members of the DEAC shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluations, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members shall also include the Chief School Administrator, a special education administrator, a parent, and a member of the district Board of Education.
- 9:1-13.3 **Function.** The DEAC shall be responsible for reviewing the effectiveness and making recommendations regarding the district’s evaluation model, and shall meet during each school year of this Agreement as scheduled by the Superintendent.
- 9:1-14 In the case of unannounced observations in multiple staff (co-teacher) situations, all teachers in the classroom will be notified at the start of the class which employee is being observed/evaluated.
- 9:2 **Teacher Workload**
- 9:2-1 Full session teachers based in the elementary school shall have no less than two hundred fifteen (215) minutes of preparation time in the course of a normal school week. At the elementary level, whenever possible, one (1) period shall be scheduled for each day.
- 9:2-2 Full session teachers based in the middle school shall have one (1) preparation period per day, equal in length to the normal or average teaching period. Such teachers based in the middle school shall have no more than seven (7) periods per day, six (6) teaching and one (1) duty. To the extent possible, no middle school teacher shall have more than four (4) professional preparations in any school year.
- 9:2-3 Part-time teachers shall have consecutive teaching periods. The teacher will be required to sign in ten (10) minutes before his/her first class, and sign out after his/her last class.
- 9:2-4 Prep periods shall be a continuous amount of time equal to an average normal teaching period in that building whenever possible. Teachers based at the high school shall have a prep period equal to one uninterrupted block teaching period each day. When a teacher is required to do an administrative duty assignment, this prep period shall consist of forty-three (43) uninterrupted minutes.

- 9:2-5 Under a traditional schedule, full session teachers based in the high school shall have no more than six (6) periods per day, five (5) teaching and one (1) duty. They shall have one (1) preparation period per day equal to the normal or average teaching period. Under the Block Schedule, to the extent possible, teachers based at the High School shall have no more than three (3) different classes per semester and no more than four (4) different preparations per year.

Under a Block Schedule no High school teacher shall have more than (5) professional preparations in any school year. No high school teacher shall have more than one (1) administrative duty assignment on any school day and shall not exceed two (2) assignments per week. A duty assignment shall not exceed 42 minutes. High school teachers in the core curriculum areas assigned to teach blocks 1, 2 and 3 and assigned to lunch period "D" in any semester shall be relieved of any duty assignment during that semester. Such teachers shall not be assigned to the schedule for more than one (1) semester of any school year.

- 9:2-6 Any high school teacher assigned to teach a regularly scheduled sixth (6th) period class **under a traditional teaching schedule** shall have no duty assignment and shall receive a base pay differential of six thousand eight hundred dollars (\$6,800) for the duration of the contract. For assignments of less than five (5) days per week, the base pay differential shall be pro-rated based upon a five (5) day week and a thirty-six (36) week school year. If at any time the traditional schedule is replaced by an alternate schedule (ie block) the sixth period stipend shall be suspended. However, if the traditional schedule is resumed, the sixth period stipend shall be reinstated at the base pay differential of \$6800.00. In the event the district institutes or seeks a block schedule the Association and the Board agree to craft a sidebar agreement addressing other areas in the contract that would speak to said schedule.

- 9:2-6a Report Time 6:55
Period 1 7:10-8:37

Period 2 8:41-10:10

Period 3	A) 10:13-10:40 Lunch	10:44-12:09 Class	
	B) 10:14-10:41 Class	10:41-11:08 Lunch	11:11-12:09 Class
	C) 10:14-11:12 Class	11:12-11:39 Lunch	11:42-12:09 Class
	D) 10:14-11:39 Class	11:42-12:09 Lunch	

Period 4 12:13-1:38 Dismissal

Period 5 1:42-2:25 Tues, Wed, Thursday

Period 1 85 minutes of instruction/2 minute homeroom

Period 2 85 minutes of instruction/4 minute homeroom

Period 3	A Lunch	Lunch 27 Minutes	Class 85 Minutes	
	B Lunch	Class 27 Minutes	Lunch 27 Minutes	Class 58 Minutes
	C Lunch	Class 58 Minutes	Lunch 27 Minutes	Class 27 Minutes
	D Lunch	Class 85 Minutes	Lunch 27 Minutes	

- Period 4 85 Minute Class
- Period 5 43 Minute meeting, extra help etc.
- Period 5 Availability for meetings, clubs, extra help etc.

- 9:2-7 Kindergarten teachers shall have two hundred fifteen (215) minutes of preparation time in the course of a normal school week. Whenever possible, one (1) preparation period shall be scheduled for each day.
- 9:2-8 The Board will make every effort in grades 9-12 that teachers will have no more than four (4) consecutive teaching periods per day, if possible, and in all grades for special area teachers, to have no more than three (3) different preps per day.
- 9:2-9 Teachers shall attend no more than twenty (20) meetings of forty-five (45) minutes duration beyond the normal workday, in the period September through June except never more than four (4) in any given month, of which meetings shall commence within ten (10) minutes of student dismissal. Teachers may be excused from meetings by the building principal for justifiable reasons, such as coaching and graduate work, whose permission shall not be unreasonably withheld. The above shall not preclude occasional meetings between an area supervisor or supervisor and an individual teacher. A portion of each month's faculty meetings shall be allocated for common planning and required paperwork. At the high school, faculty meetings will commence ten (10) minutes after the 1:38 pm end of the student school day on Tuesdays, Wednesdays and Thursdays only consistent with 9:1-9a. If the Superintendent or Administrator coordinating the meeting is unable to attend, no non-administrative staff member will act as a designee. The meeting will be canceled with 48 hours' notice to all affected staff except in cases of emergency. The meeting will be rescheduled with not less than one weeks' notice.

Effective July 1, 2019, High School teachers may be required to attend no more than one (1) additional meeting per month, if needed, during Period 5 for committee, curriculum, or professional development meetings, in which case they would be relieved from extra help obligations during Period 5 on any such days.

- 9:2-10 Teachers shall also attend no more than three (3), fifteen (15) minute meetings per year, held before or after school, but not to be counted in the above required meetings. Teachers may be excused from meetings by the building principal for justifiable reasons, such as coaching and graduate work, which permission shall not be unreasonably withheld. The above shall preclude occasional meetings between an area supervisor or supervisor and an individual teacher.
- 9:2-11 Five (5) teaching days' notice shall be given to all teachers concerning time and date of faculty meetings, unless there is an emergency meeting called. Principals will schedule faculty meetings at the beginning of the school year, whenever possible. Requests to miss faculty meetings must be in writing to the appropriate principal. The five-day notice requirement shall not apply in cases of meetings rescheduled due to weather emergencies or other unscheduled school closure, in which case as much notice as possible shall be provided.

In cases of such rescheduling, teachers with documented inability to attend shall be excused. In such cases, the affected teachers shall obtain any information directly from administration after the meeting. It is the parties' mutual understanding and intention that in the event of an emergency meeting as referenced above, more than one meeting could be held in a week.

9:2-12 Teacher attendance is mandatory at four (4) night events at their respective schools. Guidelines shall be developed by District Administration and Association. These meetings are not to exceed two (2) hours.

9:2-13 Administration shall make reasonable efforts to not assign any teacher cafeteria duty during any two consecutive years. Teachers who volunteer for such above duties may do so.

9:2-14 No staff member shall be required to cover a class during a preparation period if duty people are available. Only when all options have been exhausted should a support teacher be required

to cover a class. Any teacher required to cover a class during a preparation period will receive the negotiated hourly rate specified in Schedule E.

The decision to assign a teacher to cover a class during a duty period shall only be made by an Administrator. Thorough consideration will be given to an equal sharing of these assignments on a rotating basis. The coverage rate for a full 85 minute block at the high school shall increase to \$63 effective September 1, 2023 and to \$65 effective September 1, 2025.

9:2-15 If it becomes necessary to split up classes and distribute the students among the other classes, the teacher receiving such students shall be paid forty-eight dollars (\$48) if:

1. at least five students are received, and
2. students stay at least forty (40) minutes
3. teachers based at the Elementary and Regional Day Schools shall be paid forty-eight dollars (\$48) for the morning and an additional forty-eight dollars (\$48) for the afternoon.

9:2-16 Teachers chaperoning school sponsored trips (not teacher initiated) that extend beyond 5:00 p.m. shall be compensated at the rate of **forty-eight dollars (\$48)** per hour, or any fraction thereof. Exception to the above is the Senior Class trip.

9:2-17 Staff required to act as interpreters, upon approval of an administrator, or to translate written material necessary for communication with parents with limited English proficiency shall be compensated at the negotiated rate.

This shall be payable for services rendered for a period of at least fifteen (15) minutes per occurrence.

9:2-18 Communicating With Parents via Email

Communication via email shall be one approved method of communicating with parents/guardians and shall remain the prerogative of the instructor.

9:2-19 Procedures at the elementary schools: the parties agree that uniform procedures shall be

Established and confirmed at the three elementary school, acknowledging that truly identical procedures may be impossible due to differences in facilities, staffing and other areas.

- 9:2-20 A list of administrative-assigned duties, along with the job description, shall be developed in each building and distributed to the appropriate staff prior to September 15.
- 9:2-21 When a flex period exists, it shall be non-instructional and void of any activities. Flex period duties shall be rotated when applicable.
- 9:3 **Secretary Workday**
- 9:3-1 The workday shall consist of seven and one half (7 1/2) hours (35 hours per week) which shall include a thirty (30) minute lunch period and two (2) fifteen (15) minute breaks.
- 9:3-2 Secretaries may take a 45 minute lunch and shall have only one (1) fifteen (15) minute break during the work day - or - secretaries may take a sixty (60) minute lunch but shall have no fifteen (15) minute breaks during the work day. The sixty (60) minute lunch will be granted provided that the office has secretarial coverage.
- 9:3-3 Summer work days shall consist of six (6) hours, not including one half (1/2) hour for lunch and two (2) fifteen minute breaks or one (1) hour for lunch, starting the second full day after school closes for pupils, until ten (10) working days before school opens for pupils.
If a 4-day schedule is implemented, the workday shall consist of seven (7) hours. A thirty (30) minute lunch period will be provided, but it is not included as part of the seven (7) hour work day. Any temporary leave or vacation days during a 4-day schedule will be charged at a rate of a day and a quarter (1.25)
- 9:3-4 In no case shall a secretary be required to start work more than one (1) hour before the start of the pupil day. Assigned hours will be consecutive, exclusive of lunch. School based secretaries are expected to stay until the building principal excuses them on days of emergency closing; but in no case later than 45 minutes after school is dismissed. Assignment to be rotated per school.
- 9:3-5 Hours actually worked in excess of the above seven and one half (7 1/2) hours on any day, as assigned/approved by the Principal in consultation with Central Administration, shall be compensated by payment of one and one half (1 1/2) times the regular hourly rate. Notice of overtime shall be provided to the employee no later than noon, except in emergent circumstances. No overtime shall be built into an employee's workday.
- 9:3-6 Secretaries shall not be required to perform duties other than secretarial and clerical in nature.
- 9:3-7 Secretaries who remain in the building at administrative request during an inclement weather closing shall receive a payment, per occurrence, of forty-eight dollars (\$48) for the duration of the contract.
- 9:3-8 Secretaries, paraprofessionals and other staff members in all schools shall not assign coverage for any staff member.

9:4 **Paraprofessional - Hours of Work and Work Year**

9:4-1 Work year shall be 182 days.

9:4-2 Hours per day shall be the same as for the teachers assigned to the different schools. However para-professionals shall not be required to work during afternoon conferences. If called upon to attend conferences, said para-professional shall be compensated at that employee's regular hourly rate.

9:4-3 **Elementary Schools Lunch and Break Times**

Lunch breaks combined for kindergarten paraprofessionals. All others: fifty (50) minute lunch and two (2), twenty (20) minute breaks or one (1) break equal to one (1) teaching period. In case of inclement weather, lunch will be thirty (30) minutes.

9:4-4 **Middle School Lunch and Break Times**

Lunch: forty-three (43) minutes. Two (2), twenty (20) minute breaks or one (1) break equal to one (1) teaching period. In case of inclement weather, lunch will be thirty (30) minutes.

9:4-5 **Regional Day School Lunch and Break Times**

Lunch: thirty (30) minutes. Two (2) fifteen (15) minute breaks and one (1) one-half hour (1/2) prep at the end of day.

9:4-6 Break times to be agreed upon between teacher and paraprofessional; however, one shall be in A.M. and one in P.M.

9:4-7 All lunch periods and breaks shall be duty free.

9:4-8 Para-professionals shall not be assigned duties of the teacher, their job is to assist. As a general rule, para-professionals shall not be left alone with a class without a teacher present.

9:4-9 Para-professionals will sign off on a job description to be developed by the Board, to include training and Hepatitis B vaccination. Said job description will be applicable to all summer school employees. Said job description shall be distributed to all para-professionals annually in September.

9:4-10 **High School Paraprofessionals lunch and break times**

Lunch: twenty-seven (27) minutes. Two (2) fifteen (15) minute breaks or one (1) twenty-seven (27) minute break.

9:4-11 Staff members shall not be required to perform a single-person lift for any child who exceeds thirty-five (35) pounds. In the event a two-person lift must be performed, available, trained staff within the building shall be used.

9:5 **Athletic Trainer and Nurses**

9:5-1 The Athletic Trainer's contract shall run two hundred three (203) days between August 15, and June 15. The extra twenty (20) days included above, shall be paid at twenty, two hundredths (20/200th) of the current salary, to be distributed equally throughout the contract. Additional hours shall be at the discretion of the Athletic Director, and shall be compensated at the above rate on a time card basis.

9:5-2 Work required for the maintenance of the Athletic Trainer's certificate/license shall be paid by the employer at the current rate. The employee shall submit a voucher for such payment.

9:5-3 If it is necessary for a school nurse to cover another building, said nurse shall be given advance notice, when possible, of the need for temporary coverage. The nurse(s) shall be compensated at the current timecard rate for any portion of the workday which exceeds the regular portion thereof. Nurses shall continue to submit mileage for travel between buildings for which they shall not need prior approval.

ARTICLE X

Temporary Leaves of Absence

10:1 **Sick Days**

10:1-1 The Board shall grant twelve (12) sick days per year for twelve month employees. No more than two (2) of the employee's annual sick days may be used for the purposes of family illness. No physician's note shall be required in such cases. In the event that an employee uses fewer than two sick days for family illness days in any year, the unused days shall accumulate as regular sick days, and not separately as family illness days. Family illness days shall not accumulate on a year-to-year basis.

10:1-2 For ten month employees, the Board shall grant ten (10) sick days per year. No more than two (2) of the employee's annual sick days may be used for the purposes of family illness. No physician's note shall be required in such cases. In the event that an employee uses fewer than two sick days for family illness days in any year, the unused days shall accumulate as regular sick days, and not separately as family illness days. Family illness days shall not accumulate on a year-to-year basis.

10:1-3 All employees shall be given a written accounting of accumulated sick leave no later than September 15th of each school year.

10:1-4 Call-in time for all temporary leaves of absence shall be no later than one (1) hour prior to the start of the individual reporting time.

10:1-5 Para-professionals: If an employee leaves from work for reasons of illness, he/she shall be charged pro-rata for sick days.

10:1-7 **Sick Leave Bank**

A sick leave bank shall be established. Each employee covered by this agreement shall be given the option of participating. Each participant must contribute one of his/her sick days to the bank. At the beginning of each school year, each employee covered by this agreement shall be given ninety (90) days in which to join. Open enrollment shall be held every two years thereafter. New employees shall have ninety (90) days from the date of hire to enroll. Initial buy-in for all employees shall be one (1) day and one (1) day per year thereafter until the pool of days reaches a maximum of one thousand (1,000) days. Contributions will be suspended until the pool of days drops to 30% of the maximum days. A signed form donating one sick day must be completed by all employees participating in the sick leave bank. Employees must donate time to be eligible to draw from the bank. No days may be drawn without authorization from the Committee.

This shall constitute a pool of days upon which a participant may draw, as explained below:

A participant, who has exhausted his/her days due to a protracted, verifiable, and catastrophic illness and/or injury which is the reason for the application to this committee is eligible. Pregnancy, elective surgery, and non-emergent medical treatment are not considered catastrophic.

Any eligible employee requesting time from the sick day bank must request such days in writing addressed to the Committee at least thirty (30) days before the days, if granted, are to be used.

All requests must be submitted to the Superintendent of Schools and the letter of request must include a physician's note indicating the diagnosis and the projected length of the absence and projected date to return to work.

The eligible person agrees to release any additional medical records related to the request upon the request of the Committee, to the school physician to review.

The applicant must provide an accurate history of his/her sick day record.

The participant's record must show non-abuse of sick day usage, as determined by the Committee.

The Committee may or may not award the days, and may do so in not more than forty-five (45) day segments in any one school year. Reapplication is necessary for each segment. Approval of reapplication is at the discretion of the Committee.

The Committee may approve the request, deny the request, or approve the request at a reduced number of days. This will be done through a majority vote of the Committee members.

Unused sick days shall be returned to the Sick Day Bank upon the employee's return to work. Exceptions shall be handled at the discretion of the Committee.

The maximum allowable sick days provided to any one employee shall not exceed ninety (90) days.

If the pool diminishes to the point where it is less than 30 percent of whole days in relation to the number of participants, participants shall be asked to contribute one additional day (as determined by the committee). Should a participant at any time of replenishing opt NOT to continue, such action would constitute withdrawal from the bank, losing any days thus far contributed.

Any participant, once having contributed (or more in cases of replenishment), may in no way retrieve any days thus far contributed.

The Committee shall be as follows:

Three (3) members, two (2) certified and one (1) support staff, of the Manchester Township Education Association, as selected by the Manchester Township Education Association.

Board of Education (1)

The Superintendent

The Board Business Administrator

10:2 Payment for Unused Sick Leave and Retirement

10:2-1 Upon retirement, an employee shall be compensated for his/her accumulated sick leave at a rate of half (1/2) pay for each full day, with a maximum dollar amount of twenty thousand dollars (\$20,000). If statutory language caps the amount allowable for accumulated sick leave compensation, and that amount is less than twenty thousand dollars (\$20,000), that amount shall replace the existing rate. For any employee who commenced employment on or after May 21, 2010, the maximum dollar amount shall be fifteen thousand dollars (\$15,000).

10:2-2 In the event of the death of an employee prior to retirement, the accumulated sick leave payment shall be paid to the employee's estate.

10:2-3 Previously accumulated sick leave will be restored to any Association member upon return from an extended, Board approved, leave of absence.

10:2-4 403(b) Sick Leave Compensation

The Board shall deposit an employee's accumulated sick leave compensation into a 403(b) account of the employee's choosing within thirty (30) days of separation from the district via retirement.

10:2-5 403(b) Account Management

To preserve the investment interests of staff, the Board shall apprise the Association of, and accept input, prior to making decisions concerning the design and implementation

of any actions taken to conform to the new regulations for 403(b) plans, or any further regulations that may be considered or enacted by the IRS or other bodies with respect to the same.

Such decisions shall include, but not be limited to:

- a. Decision to utilize a third party to administer and coordinate information sharing among vendors
- b. Access to, and involvement in determination of plan changes
- c. Number of, and criteria for the selection of vendors
- d. List of approved vendors and options
- e. Available investment options, regardless of vendors
- f. Optional features (repayment terms, rollovers, exchanges and transfers, etc.)
- g. Regular review of plan by all parties, including the Association

The Board shall continue to provide staff access to multiple 403(b) vendors. Said vendors shall meet state regulations.

The Board shall grant employees access to personal loans, catch up contributions, hardship, and in-service withdrawals from the employee's 403(b) account.

10:3 **Professional Days**

The Board shall grant four (4) professional days subject to the Superintendent's approval. Additional days may be granted at the discretion of the Superintendent of Schools. All approved expenses shall be reimbursed within thirty (30) days of professional day. For paraprofessionals, the Superintendent may authorize absences of para-professionals for professional purposes, not to exceed three (3) school days in any school year. The employees shall make an application for the authorization of such absence at least ten (10) days in advance of their occurrence.

10:4 **Personal Days**

10:4-1 The Board shall grant two (2) personal days per year for ten (10) month employees for their first and second years of employment and four (4) personal days thereafter. The Board shall grant five (5) personal days for twelve month employees. The employee will not be required to state the reason for taking such leave other than stating that it is a personal day. Employees are required to give forty-eight (48) hours notice except in an emergency situation, or in cases of family illness. Days not used in a calendar year shall be transferred to the individual's accumulated sick days at the rate of one (1) day per personal day. No more than five percent (5%) of the teaching staff will be permitted to take a personal day on any given day. The five percent (5%) will be on a first come, first served basis. For para-professionals, no more than five percent (5%) of the staff will be permitted to take a personal day on any given day. The five percent (5%) will be on a first come, first served basis.

10:4-2 Pursuant to 10:4-1, no more than one (1) personal day shall be allowed immediately before or after a recess or holiday, but not both. If school is closed for two (2) days within any week, no more than one (1) personal day may be used. If school is closed for three (3) or more days within any week, no personal days may be used.

10:5 **Death in the Family**

The Board shall grant five (5) days leave, with pay, for death in the immediate family, unless the deaths occur simultaneously, in which case the same days shall apply for each death. The immediate family is defined as: mother or father, husband or wife, son or daughter, brother or sister, guardian, father/mother-in-law, son/daughter in-law, grandchildren, step family member, and domestic partner. The Board shall grant three (3) days leave for grandparent, grandparent-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, and nephew. Board shall allow for extenuating circumstances. Other than in exceptional circumstances and with the approval of the Superintendent, such leave must commence within seven (7) calendar days of the death, and run for consecutive days. Such approval shall not be unreasonably withheld.

10:6 **Maternity Leave**

10:6-1 No tenured or non-tenured employee shall be removed from their duties during their pregnancy except on one (1) of the following basis:

- (1) The Board of Education has found that their performance has noticeably declined.
- (2) if the basis is for physical condition or capacity:
 - A. The pregnant employee cannot produce a certification from their physician that they are medically able to continue working, or
 - B. The Board of Education's physician and the employee's Physician agree that they cannot continue working, provided, however, that if there is a difference of medical opinion between the Board's physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of that employee's capacity to continue working.
 - C. Any other just cause.

10:6-2 All tenured and non-tenured pregnant employees may apply to the Board for a leave of absence without pay and shall be granted that leave at any time before the expected date of birth and continue to a specific date after the birth.

10:6-3 Use of sick days for maternity leaves shall not exceed twenty (20) days prior, and twenty (20) days after the anticipated delivery date.

10:6-4 No tenured or non-tenured employee shall be barred from returning to work after the birth of their child solely on the grounds that there has not been a time lapse between the birth and their desired date of return, except as is provided in the preceding paragraph.

10:6-5 Any tenured or non-tenured employee seeking a leave of absence for pregnancy shall make application to the Board or its authorized agent at the time they notify the Superintendent of their pregnancy which shall be at least sixty (60) days prior to commencement of said leave. Said application shall set forth, in writing, the commencement date of the requested leave of absence and the date which they desire to return from said leave of absence. The Board shall grant such leave of absence with the requested commencement date and the date of return, which commencement date may be any time prior to birth.

10:6-6 Any tenured or non-tenured employee may return to work within the school year in which their leave begins, provided they shall have requested to do so in their application for a leave of absence and shall have specified the month when they desire to return. Any extension or reduction of the date of return within the same school year shall only be allowed at the discretion of the Board. Such extension or reduction may be granted by the Board for an additional reasonable period of time for reasons associated with the pregnancy or birth or for other proper cause provided that such extension or reduction will not substantially interfere with administration of the school. Any tenured employee granted a leave of absence with a return date during the same school year who wishes to extend said leave beyond the school year in which it commences shall be permitted to do so if they make application at least six (6) weeks prior to the expiration date of their leave of absence and subject to the provisions of this Article.

10:6-7 It is understood that the leave provided for maternity and/or child rearing is with the employee's entitlements under the New Jersey Family Leave Act and/or the Federal Family and Medical Leave Act.

10:7 **Other Leaves**

10:7-1 Upon the request of a tenured employee, a leave of absence without pay and benefits may be granted for not more than one (1) year. Such leaves are subject to the discretion and recommendation of the Superintendent and formal approval of the Board, and are subject to approval or denial based upon staffing needs, areas of employee certification and assignment, and other bona fide educational concerns, which shall not be subject to challenge under Article III of this agreement. Any employee taking a full-year leave under this section must confirm his or her intention to return for the following school year in writing to the Superintendent not later than May 1. Employees may pay their insurance premiums through the Board at group rates.

10:7-2 If the leave exceeds five (5) months, it shall not count for advancement on the salary guide.

Example: An employee on Step 4 of the salary guide receives a leave of absence for five (5) months or less for the next school year. Time worked in that next school year would be on Step 5.

Example: An employee on Step 4 of the salary guide receives a five (5) month and one (1) day (or longer) leave of absence for the next school year. Time worked, if any, in that next school year would be on Step 5. The following year the employee would remain at Step 5.

10:7-3 Para-professionals shall be allowed to take a non-paid leave of absence of up to one (1) year at the discretion of the Board.

10:8 **Child Rearing Leave**

Any employee or spouse adopting a child shall receive similar leave as for Maternity, which shall commence upon their receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption. No employee on maternity or child rearing leave

shall, on the basis of said leave, be denied the opportunity to substitute in the Manchester Township School District in the area of their certification or competence.

ARTICLE XI

Employee Rights and Protection

11:1 Rights and Protection in Representation

Pursuant to the New Jersey Employer Relations Act, 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 the laws 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 enjoyment of any rights conferred by the New Jersey Employee-Employer Relations Act or any other laws of New Jersey or the Constitutions of New Jersey and the United States, that it shall not discriminate against any employee with respect to hours, wages, or any terms of conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment. All monitoring or observation of the classroom performance of an employee shall be conducted openly with full knowledge of the employee. No electronic devices shall be used for observation purposes or evaluating purposes without the prior written consent of the employee. The use of eavesdropping, public address systems, cameras and similar surveillance devices shall be strictly prohibited, except in the case of student incidents, and any supported student or staff remediation based upon such incidents.

11:2 Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as she/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.

11:3 Just Cause Provision

11:3-1 No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, 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.

11:3-2 In the case of a disciplinary action concerning a paraprofessional, involving a fine, suspension or termination of employment, the employee shall be granted a hearing before the Board, within thirty (30) days of such action, if requested. At that time the employee shall

have a right to respond to the action taken, present evidence and/or testimony, and to cross examine witnesses.

11:4 Required Meetings or Hearings

Whenever any employee is required to appear before any administrator or supervisor, Board or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then she/he shall be given at least 48 hours written notice, under normal circumstances, of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meetings or interview. This does not apply to meetings between teachers and administrators concerning in-class observations. However, the employee has the right to stop such meetings immediately, and demand the presence of Association representation, if the meeting becomes disciplinary or adversarial.

11:5 Criticism of Employees

Any criticism by a supervisor, administrator, or board member of an employee during the normal workday shall be made in confidence and not in the presence of others. Written evaluations or any material of a personal nature shall be in a sealed, addressed envelope when placed in an employee's mailbox. Likewise, any criticism by an employee of a supervisor, administrator, or board member, during a normal workday, shall be made in confidence and not in the presence of others.

11:6 Association Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

11:7 Derogatory Material

No derogatory material may be placed in an employee's file without his/her seeing it. The employee shall place his/her signature on the document. The document shall also be signed by the Administration. The signing of such materials by the employee is not an indicator of agreement with the contents of the material.

11:8 The president of the Association shall be notified in writing of any new employee hired or promoted who is covered by this contract. Such notification shall include the title and salary. Such notification shall be made within the ten (10) days of Board action. This includes the return of an employee to the district.

11:9 Payroll

11:9-1 All ten (10) month employees will be provided with the option of having a twelve (12) month pay plan.

Payroll of all employees will be deposited, via direct deposit only, into the Bank (s) of the

employee's choosing.

- 11:9-2 The Board shall pay coaching stipends in two (2) equal installments: mid-season and at the conclusion of the season.
- | | |
|-----------------|--|
| Fall sports - | October 15 th and November 15 th |
| Winter sports - | January 15 th and February 15 th |
| Spring sports - | April 15 th and May 15 th |
- 11:9-3 The Board shall pay advisor stipends in two (2) equal installments: December 15th and June 15th.
- 11:9-4 The Association has a list of current volunteer advisors. These advisors must apply to the Superintendent to be recognized. If the Superintendent so recommends and the Board approves the determination that the advisory position is worthy of compensation, the advisor will be paid via time card at forty-eight dollars (\$48) per hour for the duration of the contract.

ARTICLE XII

Employee Assignment

12:1 Notification

All employees shall be given written notice of their schedules, tentative or proposed class and/or assignments, building assignments and room assignments for the forthcoming year as soon as possible but no later than August 15th, unless impractical to do so. A list of said schedules and assignments shall be simultaneously sent to the Association.

12:2 Revisions

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after July 15, the Association and any employee affected shall be notified promptly in writing. The employee affected may request a meeting with the Superintendent or his/her representative, which shall not be unreasonably denied.

12:3 Mileage

Schedules of employees who are assigned to more than one (1) school shall be arranged so that no employee shall be required to engage in an unreasonable amount of inter-school travel. Such employees shall be notified of any change in their schedules as soon as practicable. Employees required to use a personal vehicle to travel between schools or to travel on school business shall be reimbursed at a rate of thirty-one (31) cents per mile as dictated by state regulations. In the event that the regulations currently governing mileage are overturned, the parties agree that the provisions in Article 12:3, governing the rate for mileage, shall be reinstated at the rate (thirty-eight [38] cents per mile) specified in the 2006–2009 negotiated agreement.

12:4 Involuntary Transfer

- 12:4-1 Notice of involuntary transfer or reassignment to another building shall be given to employees as soon as practicable.
- 12:4-2 All vacancies in existing or newly created positions covered by this contract, shall be posted by the Board via the Superintendent's Bulletin at least ten (10) working days in advance of the position being filled. The Association President will, at the same time, receive a copy of said notice. Job postings throughout the district shall be emailed to the Association President and all district staff. The Association President shall continue to receive job-postings via interoffice mail.
- 12:5 All certificated staff members are entitled to seniority consistent with the regulations of the New Jersey Department of Education. Any employee having broken service with the employer, other than by reason of a Reduction in Force, shall not accrue seniority credit for the time he/she was not employed by the Board. A resignation or discharge ends all seniority. If re-employed, the employee is treated as a new employee for purposes of seniority. In the event layoffs occur, employees shall be laid off in inverse order based on their seniority. An employee being laid off shall be given sixty (60) calendar days advance written notice of said layoff. A copy of said notice shall be forwarded to the Association no later than five (5) working days after the employee's notification.

ARTICLE XIII

Transfers and Reassignments

13:1 Notification of Vacancies

No later than May 30 of each school year, the Superintendent shall deliver to the Association, via email to the Association President, and post in all school buildings and on the district website, a list of the known vacancies or newly-created positions which will occur during the following school year.

13:2 Filing Requests

Employees who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such a statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which she/he desires to be transferred, in order of preference. Such requests for transfers or reassignments for the following year shall be submitted not later than June 1st.

13:3 **Posting**

Before June 20th, the Superintendent shall deliver to the Association, via email to the Association President, a list of all known reassignments and/or transfers and the nature of those reassignments and/or transfers, and additional vacancies. In addition, all additional vacancies subsequent to the notification specified in Article 13:1 shall be posted in each school and on the district website, with a copy of such postings emailed to the Association President.

- 13:4 Position postings shall clearly set forth the qualifications and terms of compensation for the position. Throughout the calendar year, any new positions or promotional vacancies shall be posted in the front main office in each school for a period of not less than ten (10) calendar days prior to the final date for submission of applications. A copy of said postings shall be forwarded to the Association President via email at the time of posting, including vacancies that occur when school is not in session.

ARTICLE XIV

Insurance Protection

14:1 **Health Insurance**

- 14:1-1 Employees hired after July 1, 2016, shall receive single coverage for the first four (4) years of employment. New employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, and employee/child.

- 14:1-2 The Board will pay full premium for medical, dental, optical and prescription coverage, with family, two adult, parent-child, or single coverage. Available plans shall include Direct-15, Educators Health Plan and Garden State Health Plan, each with all plan details and the incorporated dental and insurance coverage as set forth by the New Jersey School Employee Health Benefits Plan.

Employees eligible for and selecting Direct-15 coverage shall contribute to their aggregate health insurance premiums at the rate of 85% of amounts set forth in P.L. 2020, c. 44 for such coverage on a percentage-of-premium basis. Employees selecting the EHP or GSHP shall contribute at 100% of the amounts set forth in P.L. 2020, c. 44 for such coverage on a percentage-of-salary basis.

Employees hired prior to July 1, 2021 shall retain the ability during open enrollment periods to switch in and out of Direct 15, paying 85% of Tier 4 rates, and to purchase up to Direct-10 coverage at their own cost.

- 14:1-3 Insurance Waiver Opt Out

Employees may choose to opt out of health benefits, receiving a 40% of the first year premium (2012-2013) cash waiver incentive the first year of the contract, and 30% in years 2

and 3 of the contract, provided they submit proof of insurance through another carrier. Acceptable proof would be a letter from the employer or the insurance carrier verifying insurance coverage. An employee may opt out of all coverage, or elect to opt out of health and prescription only.

All incentive income received is taxable, but not pensionable. Two (2) equal installments shall be paid on December 15th and June 15th of the respective school years.

In the event an employee's replacement insurance coverage is terminated as a result of any life-altering event such as termination of insurance, unemployment, reduction in the number of hours of employment, death, disability of a spouse, divorce, legal separation, activation to full time military status, etc., re-enrollment is permitted at the time of the incident, or during the open enrollment period. Coverage shall commence immediately upon enrollment. During the May open enrollment period, any employee that had previously opted out shall have the opportunity to opt into the Direct Access or Advantage EPO plan without a physical.

Waiver forms must be completed, signed, and submitted by the employee with copies provided to the MTEA, and Board of Education. The Board of Education and the Manchester Township Education Association shall be held harmless.

The Board of Education will establish an IRS 125 plan.

The foregoing language shall remain in effect through June 30, 2019, after which the terms of the New Jersey School Employee Health Benefits Program shall govern any insurance waiver opt-out payment per Article 14:1-3.

14:2 **Dental Insurance**

14:2-1 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. New employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:2-2 The Board will pay full premium, except the percent amount of employee contribution that may be required by statute, on the Family Plan for dental care under a carrier of their choice. Such a plan will be for 100% coverage of those employees eligible for the same and shall include a \$1500.00 allowance, 100% preventative care, 70% basic care and 50% major service.

14:2-3 After three (3) years, the Board will pay for requested extended coverage as delineated in 14:2-2.

14:3 **Optical Insurance**

14:3-1 A vision/eyeglass plan of the Board's choosing shall be implemented; covering the same personnel and dependents as present medical coverage.

14:3-2 There shall be a deductible of \$10.00 for an exam and \$25.00 for glasses or lenses, with a two-hundred (\$200.00) dollar allowance and 12-month frequency.

14:4 **Prescription Plan**

14:4-1 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. New employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:4-2 For the duration of the contract, the Board will pay the full premium on the Family Plan at the following co-pay rates:

At retail pharmacy

Generic Brand - Direct Access Base Plan -\$15 (30 day supply)
Direct Access Opt 2/Advantage EPO- \$20.00

Non-generic Brand - Direct Access Base Plan- \$30 (30 day supply)
Direct Access Opt 2/Advantage EPO -\$40.00

Mail Order shall be two (2) times the retail pharmacy rate for all Direct Access Plans

Generic Brand - 2 times retail ex (Direct Access \$15 X2 =\$30) (90 day supply)

Non-generic Brand - **2 times retail ex (Direct Access \$30 X 2 = \$60)** (90 day supply)

If a generic prescription is not available, the non-generic prescription will be based on the generic price of the plan you participate in. The plan will include insulin and contraceptives.

14:4-3 After three (3) years, the Board will pay for requested extended coverage as delineated in 14:4-2.

The foregoing language shall remain in effect through June 30, 2019, after which the terms of the New Jersey School Employee Health Benefits Program shall govern all prescription coverage.

14:5 **Continuation of Insurance Protection**

All employees on leave without pay, shall have the option to remain in all the medical plans and shall reimburse the Board at the group rate, three (3) months in advance. Those who retire prior to July 1, 2016 will have this option.

14:6 **New Hires**

All new hire teachers who enter this district having previously achieved tenure at any point in their career will receive a benefits package the same as a tenured teacher.

14:7 The Board shall provide employees with access to insurance providers for “gap” insurance,

such as AFLAC. The cost of premiums shall be at the employee's expense.

ARTICLE XV

Tuition Reimbursement

The Board will pay for the cost of graduate college credits only, within the following limitations:

- 15:1 Courses are approved by the Superintendent.
- 15:2 Courses shall be in education or clearly related fields, in a recognized graduate program.
- 15:3 No employee will be reimbursed for more than six (6) credits during any school year (July 1 - June 30). The aggregate school year credit limit for the MTEA shall be two hundred (200) credits.
- 15:4 Employees must request permission for reimbursement by June 1st for summer and fall courses, and by January 1st for spring courses.
- 15:5 An employee must reserve graduate credits by June 1st for summer and fall courses, and by January 1st for spring courses.
- 15:6 To ensure reimbursement for reserved graduate credits, an employee must request written approval of the course title, no less than ten (10) days prior to the start of the course. In an emergency situation, the Superintendent may allow a shorter period of time for approval.
- 15:7 The Board will allow for 100% of state school per credit cost, up to a maximum number of credits of two hundred (200) for all employees covered by this contract. Employees attending a state school will be reimbursed at that school's rate of tuition per credit. Employees attending a private school will be reimbursed at the rate per credit of the private school, or the highest rate per credit of a state school, whichever is lower.
- 15:8 Permission for credit reimbursement shall be on a first-come, first-served basis.
- 15:9 The Board will reimburse the employees after they have successfully completed the courses, within thirty (30) days of receipt of proof of course completion and all appropriate documentation, including a completed purchase order, to the Board, as long as the above is received by the fifth of the month.
- 15:10 The Board will pay for courses which they request the employee to take.
- 15:11 Secretaries and para-professionals are eligible under the above for college level courses which will enhance their positions. All other items apply.
- 15:12 Employees may request professional development reimbursement by submitting a proposal, in writing, to the Superintendent of Schools, at least ten (10) days prior to the start of any

activity for which reimbursement is being sought. Reimbursement shall be limited to a maximum of two hundred fifty (\$250.) dollars per employee during a school year (July 1 through June 30) and shall be subject to the availability of funds budgeted by the Board of Education. The Superintendent's decision with regard to any request shall be final and not subject to the grievance procedure contained herein.

- 15:13 Employees who are reimbursed for credits and who voluntarily leave the district without having completed two (2) full instructional years beyond the year in which the course(s) were completed shall repay the district for the tuition paid, at 100% of the tuition if within one year and 75% if within two years.

ARTICLE XVI

Professional Development

16:1 Professional Development

- 16:1-1 As required by the New Jersey State Board of Education, the Local Professional Development Committee (LPDC) and the School Professional Development Committee (SPDC) shall be given release time during the school day to perform the duties and functions mandated by the regulations.

A joint meeting of the Local Professional Development Committee and the School Professional Development Committees shall take place twice yearly, during the fall and spring, within the district, within the contractual day.

- 16:1-2 In the event meetings are scheduled beyond the normal workday, committee members shall be compensated at a rate of forty-eight dollars (\$48).
- 16:1-3 The Board agrees to provide a minimum of twelve (12) qualified professional development hours per school year.

16:2 Mentoring

- 16:2-1 The Superintendent shall, in a timely manner, deliver to the Association and post in all school buildings, a list of known vacancies for Mentoring positions. All applicants for the position of Mentor teacher shall apply via the Mentor Teacher Application form.

In selecting candidates for Mentoring positions, preference shall be given to qualified, *tenured* candidates. Previously tenured teachers who have separated from the district and then returned, shall be considered eligible candidates for mentoring positions. Thorough consideration shall be given to an equal sharing of these assignments on a rotating basis.

- 16:2-2 No teacher shall be assigned to serve as a Mentor to more than one provisional, alternate route, or student teacher at the same time.
- 16:2-3 The Board shall provide comprehensive training for all Mentor teachers prior to the

start of their assignment.

Mentor teachers shall receive release time for such training if held during the regular workday.

- 16:2-4 The Board shall budget all expenses related to the District Mentoring Plan including, but not limited to:
- a. Mentor teacher training
 - b. Substitute/teacher coverage for meetings and observations
 - c. In and out-of-district workshops, as needed
 - d. All necessary and applicable materials

ARTICLE XVII

Association Rights and Privileges

17:1 Meetings

The Board shall agree to hold negotiations sessions and grievance proceedings after the workday. The Board shall hold grievance proceedings at a time mutually agreeable to both parties.

17:2 Use of School Buildings

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings upon the approval of the building principal, consistent with the facilities use Policies and Regulations in place for other groups affiliated with the School District, which shall have priority over non-affiliated groups.

17:3 Use of School Equipment

The Association shall have the right to use school facilities and equipment, including typewriters, copy machines, other duplicating equipment, calculating machines, computers and all types of audio-visual equipment, with the exception of school telephones, at reasonable times when such equipment is not otherwise in use, upon approval of the building principal. The Association shall pay for the reasonable costs of all materials and supplies incident to such use and for any repairs necessitated as a result thereof. Approval shall not be unreasonably withheld.

17:4 Bulletin Board

The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teacher's dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of the Association bulletin boards in each room shall be designated by the

Association, upon prior approval of the Superintendent or his/her designee, said approval not to be unreasonably withheld. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required, except nothing of a political, personal, libelous, derogatory or inflammatory nature shall be posted.

17:5 Mail Facilities and Mail Boxes

The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the prior approval of building principals and other members of the administration.

17:6 Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other employee organizations.

17:7 General Association Meetings

One (1) hour of the agenda shall be reserved for the Manchester Township Education Association to conduct a general association meeting on Orientation Day.

17:8 Association Release Time

The Association President, if a high school teacher under a traditional schedule, shall be assigned no more than five (5) teaching assignments with no other assignments. He/she shall have one period free for association business. If an elementary teacher, he/she shall be exempt from all non-teaching duties and shall be allowed a free period for association business. Under a block schedule as outlined in Article 9:2-6a the Association President, if a high school teacher, shall be assigned to teach no more than two (2) instructional blocks per day with no other assignments. Periods assigned for association business shall not be a lunch period or a prep period. If an Association President is a non-teaching member, he/she shall have a period equivalent to a normal or average teaching period per day for that building. *If it is not practical for the Association President to have an unassigned period due to the nature of his/her teaching assignment, the period for the Association business as mentioned above may be transferred to the association vice president after consultation with the Superintendent. The intent of this is to provide flexibility for the use of the Association business period in an extenuating circumstance, and not intended to eliminate the period during a school year.

17:9 Representation Fee

17:9-1 Purpose of Fee

If an employee does not become a member of the Association during any membership year July 1 to the following June 30 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.

17:9-2 Amount of Fee

A. 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.

17:9-3 Deduction and Transmission of Fee

A. 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 17:9-3B below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

B. 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: [1] ten (10) days after receipt of the aforesaid list by the Board; or, [2] thirty (30) days after the employee begins his/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 non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

C. Termination of Employment:

If an employee who is required to pay a representation fee terminates his/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.

D. Mechanics:

Except as otherwise provided in the 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.

E. Changes:

The Association will notify the Board in writing of any changes in the list provided for in paragraph 17:9-3A above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

F. 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 the bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

17:9-4 Board 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 employer in conformance with this provision.

ARTICLE XVIII

Past Practice

All terms and conditions of employment applicable on the effective date of this contract shall continue to be so applicable during the term of this Agreement.

ARTICLE XIX

Secretarial Compensation - Education

- 19:1 A three hundred dollar (\$300.00) per year base pay differential shall be paid to any secretary who attains twenty (20) credit hours of college.
- 19:2 A four hundred fifty dollar (\$450.00) per year base pay differential shall be paid to any secretary who attains forty (40) credit hours of college work.
- 19:3 A six hundred fifty dollar (\$650.00) per year base pay differential shall be paid to any secretary who attains an AA, AS, technology degree, or sixty-four (64) credit hours of college work.
- 19:4 All base pay differentials are cumulative.
- 19:5 Secretaries who have attained the IA and IIA Certificates shall be grandfathered.

ARTICLE XX

Salaries & Stipends

- 20:1 Salaries for teachers are attached as Schedules A-1 through A-5.
- 20:2 Salaries for secretaries are attached as Schedules B-1 through B-3.
- 20:3 Salaries for paraprofessionals are attached as Schedule C.
- 20:4 Salaries for coaches are attached as Schedules D.
- 20:5 Salaries for advisors are attached as Schedule E.
- 20:6 All salary schedules attached hereto are made a part hereof.

ARTICLE XXI

Longevity - Teachers and Secretaries

- 21:1 \$500.00 Longevity increment after seven (7) years in Manchester.
- 21:2 \$700.00 Longevity increment, in addition to the above, after twelve (12) years in Manchester.
- 21:3 \$600.00 Longevity increment, in addition to the above, after fifteen (15) years in Manchester.
- 21:4 The above applies to all teachers and secretaries hired prior to July 1, 1989. All employees hired after July 1, 1989 shall not receive longevity increments.
- 21:5 Longevity will be figured by anniversary date, and if necessary, will be prorated each year using that date.
- 21:6 \$1,000.00 increment, exclusive of above, after twenty (20) years as a practicing teacher. In order to receive this increment, employees must have worked in the Manchester Township Schools at least ten (10) years. Employees hired after July 1, 1989 shall not be eligible.

\$1,000.00 increment after twenty (20) years of service as a secretary. In order to receive this increment, employees must have worked in the Manchester Township Schools at least ten(10) years.

Employees must notify the Board Office when 20 years of service is reached. The increment will be paid in the fiscal year notified and will not be retroactive.

ARTICLE XXII

Tutoring

Forty-eight dollars (\$48) per hour will be paid for tutoring requested by the Board, plus mileage at the rate provided for in other parts of this contract. The hourly rate shall increase to \$50 effective September 1, 2023, and to \$52 effective September 1, 2024.

ARTICLE XXIII

Bus Duty

Teachers on bus duty who have to stay for late buses at least ten (10) minutes past the end of the regular bus duty shall be paid forty-eight dollars (\$48) for the duration of the contract.

Teachers affected shall be responsible for making out a time card for above payment.

ARTICLE XXIV

Summer Work

24:1 Summer Curriculum Work

Summer curriculum work shall be compensated at a rate of forty dollars (\$40) for the duration of the contract.

24:2 Extended School Year Program

Effective July 1, 2022 and for the duration of this Agreement, hourly rates for extended school year shall be as follows:

Instructional: \$40 teachers / \$18 personal aides

Non-instructional: \$26 teachers / \$15 personal aides

PT/OT/Speech/Related Services: \$55

Placement on the Extended School Year Program salary guide shall be based on years of experience in the district's Extended School Year Program.

The Board shall pay the Extended School Year Program employees in four (4) installments, corresponding to time worked: July 15th, July 30th, August 15th, and August 30th.

ARTICLE XXV

Seniority - Para-professionals

- 25:1 Para-professionals shall be defined as both personal aides and classroom aides. Seniority is defined as an employee's total length of service with the employer, beginning with his/her original date of hire for para-professional service. In the event that a staff member had previous para-professional service in the district, this service shall count towards his/her seniority, i.e.: A para-professional who worked one (1) year as a classroom aide and then three (3) years as a personal aide accrues four (4) years total seniority. There shall be no seniority for part-time para-professional over full time para-professionals. Anyone who works less than three and one-half (3 ½) hours shall not receive seniority.
- 25:2 The employer shall maintain an accurate, up-to-date seniority roster showing the date of hire and pay rate of each employee covered by this agreement, and the employer shall furnish copies of the same to the Association as changes occur.
- 25:3 An employee having broken service with the employer shall not accrue seniority credits for the time he/she was not employed by the employer.
- 25:4 A resignation or discharge ends all seniority. If re-employed, the employee is treated as a new employee for purposes of seniority.
- 25:5 In all cases where advantages or disadvantages may accrue to a paraprofessional (s), other than in a transfer, layoff or recall, the paraprofessional (s) with the greatest seniority shall be given preference.
- 25:6 In the event layoffs occur, employees shall be laid off in inverse order based on their seniority. An employee being laid off shall be given sixty (60) calendar days advance written notice of said layoff. A copy of said notice shall be forwarded to the Association no later than five (5) working days after the employee's notification.
- 25:7 In the event of a RIF situation, should two (2) or more para-professionals have equal seniority, the employee with other in-district paraprofessional experience shall be deemed to have greater seniority.
- 25:8 Recall of employees shall be made in the inverse order of layoff with the most senior employee on layoff being recalled first. As full time positions become available, employees on layoff shall be recalled before any individual is hired.
- 25:9 Employees on layoff shall be recalled before any individual is hired to fill the position from which he was laid off. Employees who are recalled and rehired after a layoff shall have any accumulated sick leave reinstated within one (1) year of layoff. Employees who turn down a recall lose eligibility for sick leave reinstatement.
- 25:10 In case of a tie in seniority between two (2) or more para-professionals, with regard to layoff or recall, a lottery shall be conducted by the Superintendent of Schools to determine the order

of layoff or recall. The Association President or his/her designee shall be present to witness said lottery.

ARTICLE XXVI

Seniority - Secretaries

- 26:1 Seniority is defined as an employee's total length of service as a secretary, from his/her date of hire for secretarial service in category.
- 26:2 The employer shall maintain an accurate, up-to-date seniority roster showing the date of hire and pay rate of each employee covered by this agreement, and the employer shall furnish copies of the same to the Association as changes occur.
- 26:3 An employee having broken service with the employer shall not accrue seniority credits for the time he/she was not employed by the employer.
- 26:4 A resignation or discharge ends all seniority. If re-employed, the employee is treated as a new employee for purposes of seniority.
- 26:5 In the event layoffs occur, employees shall be laid off in inverse order based on their seniority. Employees being laid off shall be given sixty (60) calendar days advance written notice of said layoff. A copy of said notice shall be forwarded to the Association no later than five (5) working days after the employee's notification.
- 26:6 In the event of a RIF situation, should two (2) or more secretaries have equal seniority, the employee with other in-district secretary experience shall be deemed to have greater seniority.
- 26:7 Recall of employees shall be made in the inverse order of layoff, with the most senior employee on layoff being recalled first, provided he/she is qualified. Consideration will be given for past performance. As full time positions become available, employees on layoff shall be recalled before any individual is hired.
- 26:8 In case of a tie in seniority between two (2) or more secretaries, with regard to RIF/layoff recall, a lottery shall be conducted by the Superintendent of Schools to determine the order of layoff or recall. The Association President or his/her designee shall be present to witness said lottery.

ARTICLE XXVII

Registered Behavioral Technician Stipend – Para-Professionals

- 27:1 In the event that the Board determines a need for the Registered Behavior Technician certificate in any paraprofessional position in any school year, the Board shall assign to such position a paraprofessional possessing said certificate.

- 27:2 Any such assignment shall be on an as-needed basis, dependent upon student needs and administrative determination, and shall not carry with it separate seniority rights or the right to the same or similar assignment in future years.
- 27:3 Any paraprofessional assigned to such position and possessing the Registered Behavioral Technician certificate shall receive an annual stipend of four thousand dollars (\$4,000), prorated for partial-year assignment.
- 27:4 The Board will pay the enrollment cost for any paraprofessional choosing to enroll in the Registered Behavioral Technician training program. If a paraprofessional passes the certification test, the Board will reimburse that employee for the costs of the test.
- 27:5 Payment of the stipend set forth herein shall be based entirely upon current assignment to a position requiring the Registered Behavioral Technician certificate, and shall not be automatic based upon possession of that certificate.
- 27:6 Any paraprofessional separating from employment in the school district within one (1) calendar year of obtaining Registered Behavioral Technician certification shall reimburse the Board one thousand dollars (\$1,000) to offset Board payment of training and test costs.

ARTICLE XXVIII

Duration of Agreement

This Agreement shall be effective as of July 1, 2022 and shall continue in full force and effect until June 30, 2027.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective representatives, and their corporate seals to be placed hereon, all on the day and year first above written.

MANCHESTER TOWNSHIP
EDUCATION ASSOCIATION

MANCHESTER TOWNSHIP
BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Negotiations Chairperson

By: _____
Secretary

SCHEDULE A-1

BA Teacher Guide

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	62,001
								1	60,501	2	62,501
						1	59,301	2	61,001	3	63,001
				1	58,076	2	59,801	3	61,501	4	63,501
		1	57,151	2	58,576	3	60,301	4	62,001	5	64,301
1	56,226	2	57,651	3	59,076	4	60,801	5	62,801	6	65,301
2	56,726	3	58,151	4	59,576	5	61,801	6	64,051	7	66,801
3-4	57,226	4-5	58,651	5-6	60,576	6-7	63,051	7-8	65,551	8-9	68,401
5-6	57,726	6-7	59,651	7-8	61,801	8-9	64,551	9-10	67,151	10-11	70,201
7	58,726	8	60,851	9	63,301	10	66,151	11	68,951	12	72,201
8	59,926	9	62,351	10	64,901	11	67,876	12	70,851	13	74,501
9	61,426	10	63,951	11	66,601	12	69,726	13	73,151	14	77,001
10	62,926	11	65,651	12	68,451	13	72,026	14	75,651	15	79,701
11	64,526	12	67,451	13	70,751	14	74,526	15	78,301	16	82,501
12	66,326	13	69,751	14	73,251	15	77,126	16	81,101	17	85,801
13	68,626	14	72,251	15	75,851	16	79,926	17	84,301	18	89,901
14	71,126	15	74,851	16	78,651	17	83,126	18	88,601	19	94,101
15	73,726	16	77,651	17	81,851	18	87,626	19	93,101	20	98,301
16	76,526	17	80,851	18	86,451	19	92,201	20	97,001	20	98,301
17	79,726	18	85,651	19	91,151	20	95,901	20	97,001	20	98,301
18	84,626	19	90,451	20	94,651	20	95,901	20	97,001	20	98,301
19	89,601	20	93,651	20	94,651	20	95,901	20	97,001	20	98,301
20	92,601	20	93,651	20	94,651	20	95,901	20	97,001	20	98,301

Longevity: Per Article XXI

SCHEDULE A-2

BA+30 Teacher Guide

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	63,001
								1	61,501	2	63,501
						1	60,301	2	62,001	3	64,001
				1	59,051	2	60,801	3	62,501	4	64,501
		1	58,121	2	59,551	3	61,301	4	63,001	5	65,301
1	57,092	2	58,621	3	60,051	4	61,801	5	63,801	6	66,301
2	57,592	3	59,121	4	60,551	5	62,801	6	65,051	7	67,801
3-4	58,092	4-5	59,621	5-6	61,551	6-7	64,051	7-8	66,551	8-9	69,401
5-6	58,592	6-7	60,621	7-8	62,776	8-9	65,551	9-10	68,151	10-11	71,201
7	59,592	8	61,821	9	64,276	10	67,151	11	69,951	12	73,201
8	60,792	9	63,321	10	65,876	11	68,876	12	71,851	13	75,501
9	62,292	10	64,921	11	67,576	12	70,726	13	74,151	14	78,001
10	63,792	11	66,621	12	69,426	13	73,026	14	76,651	15	80,701
11	65,392	12	68,421	13	71,726	14	75,526	15	79,301	16	83,501
12	67,192	13	70,721	14	74,226	15	78,126	16	82,101	17	86,801
13	69,492	14	73,221	15	76,826	16	80,926	17	85,301	18	90,901
14	71,992	15	75,821	16	79,626	17	84,126	18	89,601	19	95,101
15	74,691	16	78,621	17	82,826	18	88,626	19	94,101	20	99,301
16	77,491	17	81,821	18	87,426	19	93,201	20	98,001	20	99,301
17	80,691	18	82,621	19	92,126	20	96,901	20	98,001	20	99,301
18	85,591	19	91,421	20	95,626	20	96,901	20	98,001	20	99,301
19	90,569	20	94,621	20	95,626	20	96,901	20	98,001	20	99,301
20	93,569	20	94,621	20	95,626	20	96,901	20	98,001	20	99,301

Longevity: Per Article XXI

SCHEDULE A-3

MA Teacher Guide

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	64,001
								1	62,146	2	64,501
						1	60,846	2	62,646	3	65,001
				1	59,521	2	61,346	3	63,146	4	65,501
		1	58,494	2	60,021	3	61,846	4	63,646	5	66,301
1	57,469	2	58,994	3	60,521	4	62,346	5	64,446	6	67,301
2	57,969	3	59,494	4	61,021	5	63,346	6	65,871	7	68,801
3-4	58,469	4-5	59,994	5-6	62,021	6-7	64,771	7-8	67,371	8-9	70,401
5-6	58,969	6-7	60,994	7-8	63,421	8-9	66,271	9-10	68,971	10-11	72,201
7	59,969	8	62,369	9	64,921	10	67,871	11	70,771	12	74,201
8	61,344	9	63,869	10	66,521	11	69,569	12	72,671	13	76,501
9	62,844	10	65,469	11	68,221	12	71,446	13	74,971	14	79,001
10	64,344	11	67,169	12	70,071	13	73,746	14	77,519	15	81,701
11	65,944	12	68,969	13	72,371	14	76,294	15	80,169	16	84,501
12	67,744	13	71,269	14	74,919	15	78,894	16	82,969	17	87,801
13	70,044	14	73,817	15	77,519	16	81,694	17	86,169	18	91,901
14	72,592	15	76,417	16	80,319	17	84,894	18	90,469	19	96,501
15	75,192	16	79,217	17	83,519	18	89,394	19	95,501	20	100,701
16	77,992	17	82,417	18	88,119	19	94,551	20	99,401	20	100,701
17	81,192	18	87,217	19	93,476	20	98,251	20	99,401	20	100,701
18	86,092	19	92,771	20	96,976	20	98,251	20	99,401	20	100,701
19	91,919	20	95,971	20	96,976	20	98,251	20	99,401	20	100,701
20	94,919	20	95,971	20	96,976	20	98,251	20	99,401	20	100,701

Longevity: Per Article XXI

SCHEDULE A-4

MA+30 Teacher Guide

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	65,001
								1	63,111	2	65,501
						1	61,811	2	63,611	3	66,001
				1	60,486	2	62,311	3	64,111	4	66,501
		1	59,458	2	60,986	3	62,811	4	64,611	5	67,301
1	58,433	2	59,958	3	61,486	4	63,311	5	65,411	6	68,301
2	58,933	3	60,458	4	61,986	5	64,311	6	66,661	7	69,801
3-4	59,433	4-5	60,958	5-6	62,986	6-7	65,561	7-8	68,161	8-9	71,401
5-6	59,933	6-7	61,958	7-8	64,211	8-9	67,061	9-10	69,761	10-11	73,201
7	60,933	8	63,158	9	65,711	10	68,661	11	71,561	12	75,201
8	62,133	9	64,658	10	67,311	11	70,386	12	73,461	13	77,501
9	63,633	10	66,258	11	69,011	12	72,236	13	75,761	14	80,001
10	65,133	11	67,958	12	70,861	13	74,536	14	78,261	15	82,701
11	66,733	12	69,758	13	73,161	14	77,036	15	80,911	16	85,501
12	68,533	13	72,058	14	75,661	15	79,636	16	83,711	17	88,801
13	70,833	14	74,558	15	78,261	16	82,436	17	86,911	18	92,901
14	73,333	15	77,158	16	81,061	17	85,636	18	91,211	19	97,101
15	75,933	16	79,958	17	84,261	18	90,136	19	96,001	20	101,301
16	78,733	17	83,158	18	88,861	19	95,101	20	99,901	20	101,301
17	81,933	18	87,958	19	94,051	20	98,801	20	99,901	20	101,301
18	86,833	19	93,276	20	97,551	20	98,801	20	99,901	20	101,301
19	92,419	20	96,476	20	97,551	20	98,801	20	99,901	20	101,301
20	95,419	20	96,476	20	97,551	20	98,801	20	99,901	20	101,301

Longevity: Per Article XXI

SCHEDULE A-5

PhD Teacher Guide

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	67,001
								1	65,401	2	67,501
						1	64,201	2	65,901	3	68,001
				1	62,926	2	64,701	3	66,401	4	68,501
		1	62,001	2	63,426	3	65,201	4	66,901	5	69,301
1	61,044	2	62,501	3	63,926	4	65,701	5	67,701	6	70,301
2	61,544	3	63,001	4	64,426	5	66,701	6	68,951	7	71,801
3-4	62,044	4-5	63,501	5-6	65,426	6-7	67,951	7-8	70,451	8-9	73,401
5-6	62,544	6-7	64,501	7-8	66,651	8-9	69,451	9-10	72,051	10-11	75,201
7	63,544	8	65,701	9	68,151	10	71,051	11	73,851	12	77,201
8	64,744	9	67,201	10	69,751	11	72,776	12	75,751	13	79,501
9	66,244	10	69,801	11	71,451	12	74,626	13	78,051	14	82,001
10	67,744	11	70,501	12	73,301	13	76,926	14	80,551	15	84,701
11	69,344	12	72,301	13	75,601	14	79,426	15	83,201	16	87,501
12	71,144	13	74,601	14	78,101	15	82,026	16	86,001	17	90,801
13	73,444	14	77,101	15	80,701	16	84,826	17	89,201	18	94,901
14	75,944	15	79,701	16	83,501	17	88,026	18	93,501	19	99,101
15	78,544	16	82,501	17	86,701	18	92,526	19	98,001	20	103,301
16	81,344	17	85,701	18	91,301	19	97,101	20	101,901	20	103,301
17	84,544	18	90,501	19	96,001	20	100,801	20	101,901	20	103,301
18	89,444	19	95,301	20	99,501	20	100,801	20	101,901	20	103,301
19	94,419	20	98,501	20	99,501	20	100,801	20	101,901	20	103,301
20	97,419	20	98,501	20	99,501	20	100,801	20	101,901	20	103,301

Longevity: Per Article XXI

SCHEDULE B-1
12 Month Secretary Guides

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	36,277
								1	34,727	2	36,777
						1	33,382	2	35,227	3	37,277
				1	32,457	2	33,882	3	35,727	4	37,777
		1	31,787	2	32,957	3	34,382	4	36,227	5	38,477
1	31,187	2	32,287	3	33,457	4	34,882	5	36,927	6	39,277
2	31,687	3	32,787	4	33,957	5	35,582	6	37,827	7	40,077
3	32,187	4	33,287	5	34,707	6	36,782	7	39,027	8	41,377
4	32,687	5	34,037	6	35,907	7	38,032	8	40,327	9	42,692
5	33,437	6	35,237	7	37,157	8	39,332	9	41,642	10	44,042
6	34,627	7	36,487	8	38,457	9	40,667	10	42,992	11	45,442
7	35,887	8	37,787	9	39,807	10	42,017	11	44,392	12	46,867
8	37,187	9	39,137	10	41,157	11	43,392	12	45,817	13	48,317
9	38,537	10	40,487	11	42,532	12	44,817	13	47,267	14	49,767
10	39,887	11	41,862	12	43,932	13	46,267	14	48,717	15	51,242
11	41,262	12	43,262	13	45,367	14	47,717	15	50,192	16	52,742
12	42,662	13	44,707	14	46,817	15	49,192	16	51,692	16	52,742
13	44,107	14	46,157	15	48,292	16	50,692	16	51,692	16	52,742
14	45,557	15	47,642	16	49,792	16	50,692	16	51,692	16	52,742
15	47,042	16	49,142	16	49,792	16	50,692	16	51,692	16	52,742
16	48,542	16	49,142	16	49,792	16	50,692	16	51,692	16	52,742

10-Month Secretaries—effective July 1, 2022, former Schedule B-1, “10-Month Secretaries,” was removed, and 10-month secretaries were moved onto the 12-Month Secretary guide. All 10-month secretaries shall be compensated at salaries prorated to 83.30% of the designated step on the 12-Month Secretary guide in all years of this Agreement.

Longevity: Per Article XXI

SCHEDULE B-2
Principal's Secretary Guides

Step	Base Year		Year 1 2022-202 3		Year 2 2023-202 4		Year 3 2024-202 5		Year 4 2025-202 6		Year 5 2026-202 7
										1	54,846
								1	52,721	2	55,546
						1	51,071	2	53,421	3	56,246
				1	49,596	2	51,771	3	54,121	4	57,046
		1	48,421	2	50,296	3	52,471	4	54,821	5	57,846
1	46,996	2	49,121	3	50,996	4	53,171	5	55,621	6	58,846
2	47,746	3	49,821	4	51,696	5	53,971	6	56,621	7	60,146
3	40,496	4	50,521	5	52,496	6	54,971	7	57,921	8	61,946
4	49,246	5	51,521	6	53,696	7	56,471	8	60,071	9	64,321
5	50,246	6	52,721	7	55,196	8	58,671	9	62,421	10	66,721
6	51,446	7	54,221	8	57,496	9	61,021	10	64,821	10	66,721
7	52,946	8	56,521	9	59,781	10	63,421	10	64,821	10	66,721
8	55,246	9	58,896	10	62,271	10	63,421	10	64,821	10	66,721
9	57,646	10	61,296	10	62,271	10	63,421	10	64,821	10	66,721
10	60,046	10	61,296	10	62,271	10	63,421	10	64,821	10	66,721

Longevity: Per Article XXI

SCHEDULE C

Para-Professionals Guides

Step	Base Year		Year 1 22-23		Year 2 23-24		Year 3 24-25		Year 4 25-26		Year 5 26-27
										1	26,134
								1	25,619	2	26,434
						1	25,134	2	25,919	3	26,734
				1	24,639	2	25,434	3	26,219	4	27,234
		1	24,479	2	24,939	3	25,734	4	26,719	5	27,734
1-2	24,184	2-3	24,779	3-4	25,239	4-5	26,234	5-6	27,219	6-7	28,234
3-4	24,484	4-5	25,079	5-6	26,114	6-7	27,109	7-8	28,119	8-9	29,184
5	24,784	6	25,974	7	26,989	8	28,009	9	29,064	10	30,159
6	25,684	7	26,874	8	27,889	9	28,964	10	30,064	11	31,139
7	26,684	8	27,774	9	28,889	10	29,964	11	31,064	12	32,139
8	27,684	9	28,774	10	29,889	11	30,964	12	32,064	13	32,139
9	28,684	10	29,774	11	30,889	12	31,964	13	33,064	14	34,289
10	29,684	11	30,774	12	31,889	13	32,964	14	34,164	15	35,489
11	30,684	12	31,774	13	32,889	14	34,064	15	35,339	16	36,714
12	31,684	13	32,774	14	33,989	15	35,214	16	36,539	17	37,964
13	32,684	14	33,874	15	35,139	16	36,414	17	37,764	18	39,239
14	33,684	15	35,014	16	36,289	17	37,639	18	39,039	19	40,564
15	34,784	16	36,114	17	37,489	18	38,889	19	40,364	19	40,564
16	35,889	17	37,239	18	38,714	19	40,164	19	40,364	19	40,564
17	37,014	18	38,464	19	39,964	19	40,164	19	40,364	19	40,564
18	38,214	19	39,714	19	39,964	19	40,164	19	40,364	19	40,564
19	39,646	19	39,714	19	39,964	19	40,164	19	40,364	19	40,564

District Service Recognition (DSR) base pay differential:

Para-professionals will:

Paraprofessional timecard hourly rate will be twenty dollars (\$20.00)

Paraprofessionals assigned to a hearing-impaired student shall receive a ten percent (10%) differential to their yearly salary, prorated if the assignment is not for the full year, which the differential shall be part of the employee's pensionable base salary. To be eligible for this differential, the paraprofessional must have the American Sign Language interpretation certificate.

receive a clothing reimbursement allowance for instructional accidents.. The allowance, in each school year and per paraprofessional, shall be a maximum of one hundred and twenty-five dollars (\$125), payable upon proof of damage and submission of a receipted bill.

receive district service recognition base pay differential:

after twenty (20) years service in district - one thousand dollars (\$1,000)

after twenty-five (25) years service - in district five hundred dollars (\$500)

The above service recognition increases are to be cumulative.

Employees must notify the Board Office when 20 years of service is reached. The increment will be paid in the fiscal year notified and will not be retroactive.

Credit Stipend (Must be related to the position of para-professional.)

Para-professionals will receive:

1. A three hundred dollar (\$300) stipend for the attainment of twenty (20) credit hours of college work.
1. A four hundred-fifty dollar (\$450) stipend for the attainment of forty (40) credit hours of college work.
2. A six hundred-fifty dollar (\$650) stipend for the attainment of an Associate Degree, or sixty-four (64) credit hours of college work.

Any payment made by a paraprofessional as part of a class trip shall be submitted to the main office by the paraprofessional, and shall be reimbursed in full.

SCHEDULE D
Coaching Guide

High School		Base Year 2021-2022	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
Group A	Head Coach						
	Football	9,636	9,636	9,829	9,829	10,025	10,025
Group A	Assistant Coach						
	Football	7,404	7,404	7,552	7,552	7,703	7,703
Group B	Head Coach						
	Baseball	8,430	8,430	8,599	8,599	8,771	8,771
	Basketball	8,430	8,430	8,599	8,599	8,771	8,771
	Field Hockey	8,430	8,430	8,599	8,599	8,771	8,771
	Indoor Track	8,430	8,430	8,599	8,599	8,771	8,771
	Lacrosse	8,430	8,430	8,599	8,599	8,771	8,771
	Soccer	8,430	8,430	8,599	8,599	8,771	8,771
	Softball	8,430	8,430	8,599	8,599	8,771	8,771
	Spring Track	8,430	8,430	8,599	8,599	8,771	8,771
	Volleyball	8,430	8,430	8,599	8,599	8,771	8,771
	Wrestling	8,430	8,430	8,599	8,599	8,771	8,771
Group B	Assistant Coach						
	Baseball	6,358	6,358	6,485	6,485	6,615	6,615
	Basketball	6,358	6,358	6,485	6,485	6,615	6,615
	Field Hockey	6,358	6,358	6,485	6,485	6,615	6,615
	Indoor Track	6,358	6,358	6,485	6,485	6,615	6,615
	Lacrosse	6,358	6,358	6,485	6,485	6,615	6,615
	Soccer	6,358	6,358	6,485	6,485	6,615	6,615
	Softball	6,358	6,358	6,485	6,485	6,615	6,615
	Spring Track	6,358	6,358	6,485	6,485	6,615	6,615
	Volleyball	6,358	6,358	6,485	6,485	6,615	6,615
	Wrestling	6,358	6,358	6,485	6,485	6,615	6,615
Group C	Head Coach						
	Cheerleading - Winter	7,229	7,229	7,374	7,374	7,521	7,521
	Cross Country	7,229	7,229	7,374	7,374	7,521	7,521
	Golf	7,229	7,229	7,374	7,374	7,521	7,521
	Gymnastics	7,229	7,229	7,374	7,374	7,521	7,521
	Swimming	7,229	7,229	7,374	7,374	7,521	7,521

	Tennis	7,229	7,229	7,374	7,374	7,521	7,521
Group C	Assistant Coach	Base Year 2021-2022	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
	Cheerleading - Winter	5,283	5,283	5,389	5,389	5,496	5,496
	Cross Country	5,283	5,283	5,389	5,389	5,496	5,496
	Golf	5,283	5,283	5,389	5,389	5,496	5,496
	Swimming	5,283	5,283	5,389	5,389	5,496	5,496
	Tennis	5,283	5,283	5,389	5,389	5,496	5,496
Group D	Head Coach						
	Bowling	6,332	6,332	6,459	6,459	6,588	6,588
	Cheerleading - Fall	6,332	6,332	6,459	6,459	6,588	6,588
	Ice Hockey	6,332	6,332	6,459	6,459	6,588	6,588
Group D	Assistant Coach						
	Bowling	4,524	4,524	4,614	4,614	4,707	4,707
	Cheerleading - Fall	4,524	4,524	4,614	4,614	4,707	4,707
	Ice Hockey	4,524	4,524	4,614	4,614	4,707	4,707
	Challenger League	1,648	1,648	1,681	1,681	1,715	1,715
Middle School							
	Head Coach						
	Baseball	5,244	5,244	5,349	5,349	5,456	5,456
	Basketball	5,244	5,244	5,349	5,349	5,456	5,456
	Cheerleading	5,244	5,244	5,349	5,349	5,456	5,456
	Cross Country	5,244	5,244	5,349	5,349	5,456	5,456
	Soccer	5,244	5,244	5,349	5,349	5,456	5,456
	Softball	5,244	5,244	5,349	5,349	5,456	5,456
	Spring Track	5,244	5,244	5,349	5,349	5,456	5,456
	Wrestling	5,244	5,244	5,349	5,349	5,456	5,456
	Assistant Coach						
	Baseball	4,033	4,033	4,114	4,114	4,196	4,196
	Basketball	4,033	4,033	4,114	4,114	4,196	4,196
	Cheerleading	4,033	4,033	4,114	4,114	4,196	4,196
	Cross Country	4,033	4,033	4,114	4,114	4,196	4,196
	Soccer	4,033	4,033	4,114	4,114	4,196	4,196
	Softball	4,033	4,033	4,114	4,114	4,196	4,196
	Spring Track	4,033	4,033	4,114	4,114	4,196	4,196

	Wrestling	4,033	4,033	4,114	4,114	4,196	4,196
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*Guide does not reflect Off-Guide salaries for Middle School Head Coaches for Baseball, Basketball, and Spring Track. These shall be paid at the rate of \$150.00 per year for the duration of the agreement.

**Coaches shall receive contracts prior to the start of the season in which they coach.

SCHEDULE E

Advisors Guide

		Base Year 2021-2022	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
High School	Academic Advisor	2,357	2,357	2,404	2,404	2,452	2,452
	Habitat for Humanity	2,843	2,843	2,900	2,900	2,958	2,958
	Art Club	1,743	1,743	1,778	1,778	1,813	1,813
	AV Advisor	3,333	3,333	3,400	3,400	3,468	3,468
	Band Director	4,321	4,321	4,407	4,407	4,496	4,496
	Band Director Assistant	3,106	3,106	3,168	3,168	3,231	3,231
	Band Front	2,091	2,091	2,133	2,133	2,175	2,175
	Chess Club	1,566	1,566	1,597	1,597	1,629	1,629
	Choreographer	2,662	2,662	2,715	2,715	2,770	2,770
	Class Advisor Grade 12	4,522	4,522	4,612	4,612	4,705	4,705
	Class Advisor Grade 11	3,116	3,116	3,178	3,178	3,242	3,242
	Class Advisor Grade 10	2,314	2,314	2,360	2,360	2,407	2,407
	Class Advisor Grade 9	2,042	2,042	2,083	2,083	2,124	2,124
	Criminal Justice	1,692	1,692	1,726	1,726	1,760	1,760
	Dance Club	2,509	2,509	2,559	2,559	2,610	2,610
	Drama Club	6,780	6,780	6,916	6,916	7,054	7,054
	Drama Club Business Mgr.	1,561	1,561	1,592	1,592	1,624	1,624
	Drama Club Music Director	3,033	3,033	1,592	1,592	3,156	3,156
	E-Sports	-----	2,509	2,559	2,559	2,610	2,610
	Equipment Manager	6,050	6,050	6,171	6,171	6,294	6,294
	FBLA	1,762	1,762	1,797	1,797	1,833	1,833
	French Club	1,,844	1,844	1,881	1,881	1,918	1,918
	FEA	1,662	1,662	1,695	1,695	1,729	1,729
	Gender Sexuality Alliance	-----	3,687	3,761	3,761	3,836	3,836
	Habitat for Humanity	2,843	2,843	2,900	2,900	2,958	2,958
	High Stepping' Hawks	1,403	1,403	1,431	1,431	1,460	1,460
	History Club	1,743	1,743	1,778	1,778	1,813	1,813
	Honor Society	1,899	1,899	1,937	1,937	1,976	1,976
	In House Printing	2,595	2,595	2,647	2,647	2,700	2,700
	Interact	3,443	3,443	3,512	3,512	3,582	3,582
	Interact Assistant	1,870	1,870	1,907	1,907	1,946	1,946
	Jazz Band Director	3,772	3,772	3,847	3,847	3,924	3,924
	Key Club	2,239	2,239	2,284	2,284	2,329	2,329
	Literary Magazine	1,959	1,959	1,998	1,998	2,038	2,038
	Marching Band	6,349	6,349	6,476	6,476	6,605	6,605

	Marching Band Assistant	3,929	3,929	4,008	4,008	4,088	4,088
	Math League	3,297	3,297	3,363	3,363	3,430	3,430
	Mock Trial	1,655	1,655	1,688	1,688	1,722	1,722
	Multicultural	2,611	2,611	2,663	2,663	2,716	2,716
	Multi-Media	3,443	3,443	3,512	3,512	3,582	3,582
	Newspaper	2,163	2,163	2,206	2,206	2,250	2,250
	NJ ROTC Drill Team	4,342	4,342	4,429	4,429	4,517	4,517
	PEPP Club	2,859	2,859	2,916	2,916	2,975	2,975
	PEPP Club Assistant	2,324	2,324	2,370	2,370	2,418	2,418
	Play Vocal Director	4,387	4,387	4,475	4,475	4,564	4,564
	Public Relations	1,287	1,287	1,313	1,313	1,339	1,339
	Robotics Club	2,500	2,500	2,550	2,550	2,601	2,601
	Scenery Design	4,210	4,210	4,294	4,294	4,380	4,380
	Science Club	2,901	2,901	2,959	2,959	3,018	3,018
	Show Choir	2,373	2,373	2,420	2,420	2,469	2,469
	Ski Club	1,916	1,916	1,954	1,954	1,993	1,993
	Spanish Club	1,754	1,754	1,789	1,789	1,825	1,825
	Student Government	3,687	3,687	3,761	3,761	3,836	3,836
	TV Station Manager	6,609	6,609	6,741	6,741	6,876	6,876
	Varsity Club	3,330	3,330	3,397	3,397	3,465	3,465
	Weightlifting - Fall	4,484	4,484	4,574	4,574	4,665	4,665
	Weightlifting - Spring	4,484	4,484	4,574	4,574	4,665	4,665
	Weightlifting - Summer	5,224	5,224	5,328	5,328	5,435	5,435
	Weightlifting - Winter	4,484	4,484	4,574	4,574	4,665	4,665
	Winterguard	2,091	2,091	2,133	2,133	2,175	2,175
	Yearbook	5,361	5,361	5,468	5,468	5,578	5,578
	Yearbook Financial	2,870	2,870	2,927	2,927	2,986	2,986
	Lighting/Sound	21.85	21.85	22.29	22.29	22.73	22.73
Group 1 – High School	Business Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	Fine Arts Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	Haz Mat Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	Modern Languages Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
Group 2 – High School	Guidance Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	Physical Education Coordinator	4,726	4,726	4,821	4,821	4,917	4,917

Group 3 – High School	Social Studies Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	Technology Coordinator	4,726	4,726	4,821	4,821	4,917	4,917
	English Coordinator	5,087	5,087	5,189	5,189	5,293	5,293
	Mathematics Coordinator	5,087	5,087	5,189	5,189	5,293	5,293
	Science Coordinator	5,087	5,087	5,189	5,189	5,293	5,293
Middle School	Special Education Coordinator	5,087	5,087	5,189	5,189	5,293	5,293
	Middle School						
	Athletic Coordinator	6,315	6,315	6,441	6,441	6,570	6,570
	AV Coordinator	3,579	3,579	3,651	3,651	3,724	3,724
	Band Director	3,638	3,638	3,711	3,711	3,785	3,785
	Drama Coach	2,973	2,973	3,032	3,032	3,093	3,093
	Engineering Team	2,500	2,500	2,550	2,550	2,601	2,601
	Gospel Chorus	2,028	2,028	2,069	2,069	2,110	2,110
	Impact Club	2,387	2,387	2,435	2,435	2,483	2,483
	PEPP Club	2,505	2,505	2,555	2,555	2,606	2,606
	Public Relations	1,193	1,193	1,217	1,217	1,241	1,241
	Recycling Club	1,894	1,894	1,932	1,932	1,971	1,971
	Register Keeper	2,505	2,505	2,555	2,555	2,606	2,606
	Scenery Coordinator	1,433	1,433	1,462	1,462	1,491	1,491
	Sewing Club	1,849	1,849	1,886	1,886	1,924	1,924
	Student Accounts Bookkeeper	3,579	3,579	3,651	3,651	3,724	3,724
	Student Council	2,647	2,647	2,700	2,700	2,754	2,754
	Yearbook	2,924	2,924	2,982	2,982	3,042	3,042
	**Assistant to the Principal - MS	162	162	165	165	169	169
Group 1 – Middle School	Subject Leader – Basic Skills	2,685	2,685	2,739	2,739	2,793	2,793
	Subject Leader - Guidance	2,685	2,685	2,739	2,739	2,793	2,793
	Subject Leader – Physical Education	2,685	2,685	2,739	2,739	2,793	2,793
	Subject Leader - Social Studies	2,685	2,685	2,739	2,739	2,793	2,793
Group 2 – Middle School	Subject Leader - 6 th Alpha	3,052	3,052	3,113	3,113	3,175	3,175
	Subject Leader - 6 th Omega	3,052	3,052	3,113	3,113	3,175	3,175

Regional Day	Subject Leader - 7 th Alpha	3,052	3,052	3,113	3,113	3,175	3,175
	Subject Leader - 7 th Omega	3,052	3,052	3,113	3,113	3,175	3,175
	Subject Leader - 8 th Alpha	3,052	3,052	3,113	3,113	3,175	3,175
	Subject Leader - 8 th Omega	3,052	3,052	3,113	3,113	3,175	3,175
	Subject Leader - Specials	3,052	3,052	3,113	3,113	3,175	3,175
	** Salary per Diem						
	A Pod Coordinator	2,996	2,996	3,056	3,056	3,117	3,117
	B Pod Coordinator	2,996	2,996	3,056	3,056	3,117	3,117
	C Pod Coordinator	2,996	2,996	3,056	3,056	3,117	3,117
	Computer Coordinator	1,379	1,379	1,407	1,407	1,435	1,435
	Crisis Aide	6,192	6,192	6,316	6,316	6,442	6,442
	ESY Coordinator	6,558	6,558	6,689	6,689	6,823	6,823
	Newspaper Coordinator	1,271	1,271	1,296	1,296	1,322	1,322
	Prom Coordinator	983	983	1,003	1,003	1,023	1,023
	Publicity	1,168	1,168	1,191	1,191	1,215	1,215
	Register Keeper	2,518	2,518	2,568	2,568	2,620	2,620
	Student Council	1,439	1,439	1,468	1,468	1,497	1,497
	Yearbook Coordinator	2,008	2,008	2,048	2,048	2,089	2,089
Elementary	Assistant to the Principal	4,393	4,393	4,481	4,481	4,570	4,570
	AV Coordinator	1,666	1,666	1,699	1,699	1,733	1,733
	SHAPE	1,609	1,609	1,641	1,641	1,674	1,674
	Junior Impact	1,609	1,609	1,641	1,641	1,674	1,674
	Public Relations	1,191	1,191	1,215	1,215	1,239	1,239
	Register Keeper	2,499	2,499	2,549	2,549	2,600	2,600
	Sub-Aide Caller	2,746	2,746	2,801	2,801	2,857	2,857
	*After School Activities	52	52	53	53	54	54
	**Assistant to the Principal - MT	162	162	165	165	169	169
	**Assistant to the Principal - RS	162	162	165	165	169	169
	**Assistant to the Principal - WS	162	162	165	165	169	169
	* Salary per hour						
	** Salary per Diem						

Appendix A

Employee's Grievance Form

Level 1

Form 1

Grievance:

Date:

Disposition:

Name of Grievant:

Date of Grievance:

Nature of Grievance:

Contract/policy/statute violations:

Remedies Sought: