

**AGREEMENT BETWEEN THE  
KITTATINNY REGIONAL BOARD OF EDUCATION  
AND THE  
KITTATINNY EDUCATION ASSOCIATION**

**2017-2018**

**2018-2019**

**2019-2020**

**2020-2021**

**2021-2022**

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ARTICLE I

RECOGNITION

- A. The Board of Education of the Kittatinny Regional School District hereby recognizes the following employees as members of the Kittatinny Education Association (KEA): Teachers, Guidance Counselors, Child Study Team members, Librarians, Nurses, Instructional Technology Support Specialist, Paraprofessionals, Groundskeepers, Custodians, Maintenance Assistant, Secretaries, Clerk Typists, Aquatics Director and Athletic Trainers. Unless otherwise indicated, the term "unit member," or "group of unit members" when used hereinafter in this Agreement, shall refer to all of the members of the KEA listed above. The following positions are excluded from the KEA and are not considered unit members: Superintendent, Business Administrator/Board Secretary, Principal, Assistant Principals, Directors, Supervisors of Instruction, and Confidential Employees.
- B. Unless otherwise indicated the term "certified personnel" when used hereinafter in this Agreement, shall refer to the following unit members: Teachers, Guidance Counselors, Child Study Team members, Nurses, Librarians and Athletic Trainers.
- C. Unless otherwise indicated the term "non-certified personnel," when used hereinafter in this Agreement, shall refer to the following unit members: Secretaries, Clerk Typists, Instructional Technology Support Specialist, Paraprofessionals, Aquatics Director, Groundskeepers, Maintenance Assistant and Custodians.
- D. The Board and the Kittatinny Educational Association agree that they are bound by the applicable provisions of the Workplace Democracy Enhancement Act and by the current laws in effect in New Jersey regarding public employment.
- E. The collected negotiated agreement shall encompass nothing contrary to local, State or Federal laws and regulations.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. During its term, this Agreement shall not be modified in whole or in part by the parties, except by mutual agreement to reopen for negotiations, and by a written amendment duly executed by both parties.
- B. The Board and the Association agree to enter into negotiations over a successor Agreement in accordance with the rules and regulations of a Public Employment Relations Commission.
- C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement. Any item covered by State statute or administrative code is not subject to negotiations.
- D. Neither party in any negotiations shall have control over the selection of the negotiation representatives of the other. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations, consistent with their status as representatives of their principals. Any total tentative agreement reached between the negotiating representatives shall be subject to the approval of the Board of Education by a majority vote at a public meeting and shall be subject to ratification by the Association.

### DISTRICT LIAISON

#### A. Building Level Faculty Council

##### 1. Organization

The Association shall select a Faculty Council which shall meet with the Administration at a time called by the Administration or the Faculty Council, with at least three (3) days advanced notice. Said council shall consist of five (5) Association members plus up to two (2) Kittatinny Education Association officers and a maximum of seven (7) Administrators.

##### 2. Areas for Faculty Council Consideration

Areas for consideration by the Council shall include but not be limited to school building level decisions.

## ARTICLE III

### GRIEVANCE PROCEDURES

#### A. Definitions

1. A "grievance" is a complaint based upon an event or condition which adversely affects the terms and conditions of employment of a unit member or group of unit members and/or they are adversely affected by the interpretations, meaning/application of any of the provisions of this Agreement, and/or established provisions of this Agreement, and/or established procedure, board policy, or administrative practice relating to all terms or conditions of employment of teachers.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party of interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim, including the Board of Education.
4. A grievance to be considered under this procedure must be initiated by the aggrieved person or the Association within fifteen (15) working days from the time of its occurrence or twenty-one (21) calendar days for the grievances which occur within that period of time prior to the end of the school year for the ten-month employees.

#### B. Purpose

Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Any unit member having a grievance may discuss the matter informally with any appropriate member of the administration and have the grievance adjusted without intervention of the Association, provided the resolution is not inconsistent with the term of this Agreement. The Association will be notified on all resolutions to grievances and will be given the opportunity to state its views if the Association chooses to do so.

#### C. Procedure

##### 1. Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

##### 2. Level One - Immediate Supervisor and Principal

A unit member with a grievance shall first discuss it with his/her immediate supervisor and his/her principal, either directly or through the Association's designated representative with the objective of resolving the matter informally. If the matter is not resolved informally, the employee shall present his/her complaint in writing to his/her immediate supervisor or

building principal, whichever is applicable, stating details of his/her grievance within five (5) days after the informal presentation.

3. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance at Step One, or if no decision has been rendered within ten (10) school days after the formal presentation of the grievance, he/she may file the grievance with the Superintendent of Schools, within five (5) days after the date the immediate Supervisor responded or should have responded.

4. Level Three- Board

If the aggrieved person is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he/she may, within five (5) days of the date the Superintendent responded or should have responded, appeal to the Board by submitting to the Board Secretary a request in writing that the Board hear the matter at the earliest opportunity. The President of the Board shall schedule review of the appeal at any executive session or special meeting with the proviso that the review be made no later than fifteen (15) school days after the date of receipt of the written request.

5. Level Four - Arbitration

- a) If the grievant is not satisfied with the disposition of his/her grievance at Board level, within fifteen (15) days after the Board responded, or should have responded, the grievant may, through the Association, submit a grievance to arbitration and shall notify the Board in writing of such submission.
- b) The submission shall be made to, and the processes for selection of an arbitrator shall be those of the Public Employment Relations Commission.
- c) The arbitrator so selected shall confer with representatives of the Board and Association and hold hearings promptly and issue a decision not later than twenty (20) calendar days from the date of close of hearing, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her, or from the date final briefs are submitted by the parties. The arbitrator shall be limited to the issues and facts submitted to him/her and shall consider nothing else. The arbitrator shall be without jurisdiction to add to, or subtract anything from the Agreement between the parties and shall be bound by the specific and expires terms thereof as well as any applicable policy of the Board of Education. The arbitrator's decision shall be in writing and set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without the power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final.
- d) The costs for services of an arbitrator shall be borne equally by the Board and the Association.

D. Non-Arbitrable Grievances

1. Arbitration and the procedures relative thereto shall not be deemed applicable if the grievance or the redress sought concerns:
  - a) The failure or refusal of the Board to renew the contract of a non-tenured employee;
  - b) In any manner wherein a specific method of review is set forth by law, or by any rule, regulation, or order of the State Commissioner of Education, or the State Board of Education;
  - c) Any complaint by any personnel occasioned by the appointment or lack of appointment or retention in or lack of retention in any position for which tenure is either not possible or not required;
  - d) In matters where the Board is without authority to act;
  - e) In matters involving the sole, unlimited discretion of the Board;
  - f) In matters where the discretion of the Board may not be unlimited, but where, after exercise of such discretion, a further review of the Board's action is available to employees under the provisions of N.J.S.A.18A;
  - g) Any matter in which a petition has been filed before the Division of Controversies and Disputes of the Office of the Commissioner of Education, whether or not covered by (a) through (f) set forth heretofore;
  - h) Any matter in which the allegation concerns a grievance involving any allegation other than an improper application, interpretation or a violation of the specific and express written terms of this Agreement;
2. All grievances not appealable to arbitration shall be determined by the Board of Education, whose decision shall be final and binding.

#### E. Time Limits

1. Failure at any step to communicate the decision on a grievance within a specified time limitation shall permit the carrying of that grievance to the next step of the procedure. Failure to institute a grievance, or appeal from a response within the specified time limitation shall be deemed to constitute an abandonment of said grievance and a waiver of any right to carry the grievance further through the grievance procedure.
2. In the event of a year-end grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following year, could result in an alleged irreparable harm to a grievant, the time limits set forth herein may be reduced so that the grievance procedure may be utilized to effect a satisfactory resolution of the grievance prior to the end of the school year or as soon thereafter as is practicable.

F. Miscellaneous

1. The grievance procedure for all support staff shall end with advisory arbitration. The procedure for securing an arbitrator shall be the same as in Article III C-5. The loser shall pay the arbitrator's fee.
2. Any individual employee of the district, whether a grievant or a witness, shall be assured freedom from restraint, interference, coercion, discrimination or reprisal by either the Board or the Association.
3. Any aggrieved person may be represented through all stages of the grievance procedure by himself/herself, or at his/her option, by a representative of his/her own choosing, or the Association. When a grievant is not represented by the Association, the Association shall have the right to be present and state its views at all stages of the grievance procedure.
4. It is specifically understood that employees shall continue to follow directives of their employer notwithstanding the existence of any grievance relating to those directives.
5. If it becomes necessary, forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Principal and the Association.



## ARTICLE IV

### EMPLOYEES RIGHTS

#### A. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.

#### B. Required Meetings or Hearings

Whenever any employee is required to appear before the Board of Education or any committee or member 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, the unit member shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of the unit members own choosing present to advise and represent the unit member during such meeting or interview. N.J.S.A. 18A:25-7

#### C. Evaluation of Students

The teacher shall have the right and responsibility to determine grades and other evaluations of students within the grading policies of the Kittatinny Regional High School District based upon the unit member's professional judgment of available criteria pertinent to any given subject area or activity which the unit member is responsible. No grade or evaluation shall be changed without consultation of such change with the teacher.

#### D. Criticism of Employees

Any question or criticism by a supervisor, administrator, or Board member, of an employee and the employee's job responsibility shall be made in confidence and not in the presence of students, parents, or at other public gatherings.

#### E. Payroll Deduction

Each employee shall have the right to authorize the payroll deduction of regular contributions to his/her 403B account and/or the Board of Education approved 457(b) Deferred Compensation Plan for employees in September. Said deductions shall be transmitted in accordance with statute. It shall be the responsibility of the individual employee to determine the amount of his/her contribution, and the Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of overpayments to an employee's 403(b) or 457(b) account on the condition that the District has transmitted the authorized amount(s).

## ARTICLE V

### ASSOCIATION RIGHTS AND PRIVILEGES

#### A. Released Time for Meetings

Whenever any representative of the Association or any teacher participated during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay, providing that the meetings have been approved in advance by both parties. Such meetings shall have two teaching days advanced notice.

#### B. Use of School Equipment

The Association shall have the privilege to use school facilities and equipment within the school building, including typewriters, computers, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not in use. The use of such equipment is subject to Administrative approval. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

#### C. Assignment of Association President

During his/her term in office, the President of the Association shall have five (5) instructional periods but no other duty assignments. Two (2) professional development days may be utilized per year for the Association President or Designee to attend Association related business as approved by the Superintendent.

#### D. Employee Student Enrollment

The Kittatinny Regional School District Board of Education will allow current staff members' children to attend, free of charge, the Kittatinny Regional School District without a choice application process so long as it is not financially burdensome to the school district. Financial burden is defined as "excess costs beyond our per student cost". All out of district staff students must stay in good standing with the district and have no excess disciplinary/attendance issues.

## ARTICLE VI

### EMPLOYEES WORK YEAR

#### A. Certificated Staff Work Year

##### 1. Ten (10) Month Personnel

The in-school work school year for certificated staff members employed on a ten (10) month basis (other than new personnel who may be required to attend additional days of orientation), shall not exceed One Hundred Eighty-Three (183) teacher days plus one (1) additional in-service day (total 184).

If district in-service days begin in August, the CST/Guidance and Aquatics Director contracts will have the corresponding number of days subtracted from the June 30 contract date. Ex. In-Service days begin on August 30, the new end of the CST/Guidance contract becomes June 28.

Employees participating in graduation ceremony may leave the school building at 12 p.m. on the day of graduation.

##### 2. Inclement Weather

Teachers, Secretaries, Clerks and Paraprofessionals attendance shall not be required whenever student attendance is not required due to inclement weather.

#### B. Work Year for Secretaries, Clerk Typists, Paraprofessionals and INSTRUCTIONAL TECHNOLOGY SUPPORT SPECIALIST

1. The regular working hours for secretaries shall be seven and one-half (7 - ½) hours a day including forty (40) minutes for lunch, five (5) days a week, twelve (12) months a year.
2. The regular working hours of clerk typists shall be seven and one-half (7-1/2) hours a day, including forty (40) minutes for lunch, five (5) days a week, ten (10) months a year.
3. The regular work hours for paraprofessionals shall be seven (7) hours a school day, including forty (40) minutes for lunch.
4. The regular working hours for full time INSTRUCTIONAL TECHNOLOGY SUPPORT SPECIALIST shall be seven and one-half (7 ½) hours per day including forty (40) minutes for lunch, five (5) days per week, twelve (12) months per year.
5. All secretaries, clerk typists, paraprofessionals and Instructional Technology Support Specialists shall be entitled to one (1) fifteen (15) minute break a day. No breaks shall be scheduled on delayed opening days, early dismissal or emergency early closing days.

6. In the event of a delayed opening or early dismissal due to an emergency for students and/or teachers, all unit members as described in Article 1A, excluding the custodians, grounds, and maintenance, shall be allowed to report for work at the time designated for the teaching staff and shall be allowed to leave one-half (1/2) hour after all school buses have left school property.
7. Summer work hours starting the first day after the last teacher day will be from 8:00 a.m. to 3:00 p.m., Monday through Thursday. Friday summer/school break hours for the Summer hours period and for the Fridays during the winter and spring leaves for twelve-month secretaries, clerk typists, Instructional Technology Support Specialist employees, shall be from 8:00 a.m. to 12:30 p.m. with no lunch release time, except for one (1) duty secretary. The hours for the Friday rotation duty secretary will be 9:30 a.m. to 3:00 p.m. with a 40 minute lunch break. Only one (1) secretary will be required to be present and will cover both the Main Office along with the Child Study Team Office/Guidance Office from 12:30 p.m. to 3:00 p.m.
8. Paraprofessionals will be scheduled to work the equivalent of 183 days. Paraprofessionals will work from 7:30 a.m. to 12:15 p.m. on each of the eight (8) scheduled half days. Paraprofessionals will attend the September and October In-Service days from 7:30 a.m. to 2:30 p.m. Paraprofessionals should receive their schedule at least two weeks before the beginning of the school year.
9. Employees participating in graduation ceremony may leave the school building at 12 p.m. on the day of graduation.

C. Work Year for Custodial/Grounds/Maintenance Staff

1. The regular hours of employment for the custodial and grounds staff shall be forty (40) hours a week, consisting of five (5) working days which commence on Sunday 11:00 P.M. and terminate on the following Friday at 11:59 P.M.
2. The shifts shall be as follows:
  - Day Shifts
    - 6:30 a.m. - 2:30 p.m.
    - 7:00 a.m. - 3:00 p.m.
    - 7:30 a.m. - 3:30 p.m.
    - 8:00 a.m. - 4:00 p.m.
  - Night Shifts
    - 3:00 p.m. - 11:00 p.m.
    - 11:00 p.m. - 7:00 a.m.
3. First year custodial employee's pay to be withheld five working days payable upon severance, (Withholding pay is due to the pay periods scheduled for five days prior to service rendered.)
4. Night Shift Custodians will be provided with two (2) "Superintendent's Discretion" duty free days awarded to coincide with non-scheduled school closing days.
5. Two (2) compensatory days will be awarded to the Custodial/Maintenance crew for snow removal to be used when school has been closed due to inclement weather. Custodial and

Maintenance snow removal crew (to be determined by the administration) must work those days at straight pay no overtime (unless hours worked exceeds the eight (8) hour day then normal overtime procedures will be followed.)

6. Call-in response by the administration or the supervisor of maintenance for inclement weather or emergent situations at the school campus will be at a minimum a 2-hour pay period for said employees. The employee should will assigned or normal job responsibilities during this 2-hour period.

D. Custodial/Grounds/Maintenance Overtime

All time worked over eight (8) hours per day shall be paid at time and one-half (1 1/2). Overtime rates shall be calculated on the employee's regular contracted yearly rate. Double time shall be paid for any work done on Sunday or recognized holiday.

**ARTICLE VII**

**HOLIDAY AND VACATION**

**A. Holidays**

All non-certificated (secretaries, clerk typists, custodians) shall receive the following paid holidays:

Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
The day before or after Christmas Day  
(at the Superintendent's discretion)  
New Year' Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day

When a recognized holiday falls on Saturday, the preceding day will be recognized as a holiday, and when a holiday falls on Sunday, the following day will be recognized as a holiday. If school is in session during these recognized holidays, a compensatory non-pupil day, agreeable to the superintendent/principal or his/her designee and the individual shall be given.

**B. Vacation**

1. Vacation for non-certificated personnel shall accrue as follows:

After one (1) year employment	=	two (2) weeks (10 working days)
After five (5) years employment	=	three (3) weeks (15 working days)
After ten (10) years employment	=	four (4) weeks (20 working days)
After nineteen (19) years employment	=	five (5) weeks (25 working days)

2. When a holiday occurs during an employee's vacation, said holiday shall not be charged as a vacation day. The employee shall receive an additional day mutually agreeable to the unit member and the superintendent/principal or his/her designee.

3. Any employee who for whatever reason is separated from employment with Kittatinny Regional High School during a contract year, he/she shall receive compensation for any accrued vacation on a prorated basis.

4. The last day prior to Thanksgiving and Christmas recess shall be an early dismissal for all unit members.
5. No leave will be granted for a period longer than two (2) consecutive weeks (exclusive of sick leave with proper documentation).
6. New twelve-month employees who have worked six (6) months in the Kittatinny Regional High School District will be allowed to use five (5) of their year-end accumulation of vacation days, using the remaining days after completion of their first (1<sup>st</sup>) year. Subsequent vacation time accrues on the anniversary date of their hire and is used thereafter.
7. All vacation leave must be administratively approved.

**ARTICLE VIII**

**TEACHING HOURS AND TEACHING LOAD**

**A. Teaching Day**

**1. Length of the Day:**

The total in-school workday shall consist of not more than seven (7) hours and shall include a duty-free lunch period.

**2. Arrival and Dismissal Time**

A teacher shall be required to report for duty no earlier than five (5) minutes before the opening of the pupil's school day, and shall be permitted to leave fifteen (15) minutes after the close of the pupil's school day. Teachers with AM parking lot duty, AM bus supervision and AM cafeteria duty must report 20 minutes prior to the opening of the pupils' day.

**B. Teaching Load**

Teachers are expected to teach a minimum of five (5) periods per day. A maximum of 36 non-physical education teachers may be assigned to teach six (6) periods during any given school year. No subject area will have more than ten (10) teachers teaching six (6) classes during any school year. No subject area will have more than four (4) teachers teaching six (6) classes for more than three (3) consecutive school years. (The clock has restarted as of the 2015-2016 school year with no obligation moving forward from either party.) Teacher notification of their teaching schedule will be before June 15 of the school year or on the last day of the school year whichever occurs first. Teacher/Pupil contact will not exceed six (6) periods per day.

Due to the elective nature of the Physical Education Program, the teaching load may be six (6) Teaching Periods. The Physical Education staff shall have no additional pupil contact periods.

**Subject Areas Are:**

Business	Science
Home Economics	Social Studies
Industrial Arts	Special Education
Language Arts Literacy (English)	Technology
Mathematics	Visual Arts
Music	World Languages

**TEACHER ASSIGNMENT NOTIFICATION**

All teachers shall be given written notice of their salary, class and/or subject assignments and room assignments for the forthcoming year no later than June 15<sup>th</sup> or the last day of school whichever date comes first. Any change that may occur after that date, the affected teacher will be notified.



1. Instructional Planning:

Every teacher shall plan and teach course content in the manner he/she considers most practical and useful. Teachers shall provide substitutes with daily, weekly, and/or alternate plans as needed, according to procedures developed by the Principal and the Liaison Committee hereafter established under Article II of this Agreement.

2. Number of Preparations

Every effort will be made to distribute the number of teaching preparations equitably among the teaching staff.

Full Duty Assignment [one (1) period]

Attendance Office Assignment  
In-School Suspension Supervision  
Study-Hall Supervision  
Hallway Supervision  
On Call Supervision  
Lunch Supervision  
Mathematics Lab  
Language Arts Literacy Lab

Duty Assignments [one-half (1/2) period]

Parking Lot Supervision - A.M.  
Parking Lot Supervision - P.M.  
Cafeteria Supervision - Breakfast  
Bus Supervision - A.M.  
Bus Supervision - P.M.

C. Meetings

1. Faculty and Other:

Teachers may be required to remain after the end of the regular workday without additional compensation, for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin not later than ten (10) minutes after the student dismissal time and shall run for no more than ninety (90) minutes, except in cases of an emergency involving the health and safety of students and teachers.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays or on any other day immediately preceding any holiday, or other day upon which teacher attendance is not required at school, except when an emergency would dictate otherwise and agreed upon by Administration and Association.

### 3. Evening Meetings:

- a) Teachers may be required to attend no more than three (3) evening assignments or meetings each school year without additional compensation. During scheduled Parent-Teacher Conferences, teachers will be required to attend all appointments but are not required to stay after his/her last appointment.
- b) All certified teaching staff shall chaperone one (1) evening activity to include activity nights, dances, lip sync, selling and collecting athletic tickets, etc. each contract year with chaperone compensation, \$35.00 per event. (This does not include Principal's Committees.) Employees coaching more than one (1) sport and/or supervising more than one (1) extra-curricular activity (two or more total) in a school year, will not be required to chaperone an evening activity.

### D. Preparation Time

#### 1. Grade Level

Classroom teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:

- a) Junior High School – two (2) periods
- b) Senior High School - two (2) periods
- c) Other members of the negotiating unit who are not regular classroom teachers shall be provided with preparation time to the same extent as other teachers.

The nurse shall have a duty-free lunch period of an instructional period in length and shall have one (1) twenty (20) minute a.m. duty-free break each day and one (1) twenty (20) minute p.m. non-student contact preparation allotment each day.

When the nurse is assigned to teach a health class, he/she will qualify for the teaching workload language found in this article. The language in above paragraph relating to breaks and lunch hour will not apply during this time.

### E. Field Trips

Field trips in accordance with the curriculum shall be submitted by the classroom teacher to the Assistant Principal and then the Principal for administrative and board approval. Written permission for field trips shall be obtained from the Superintendent to guarantee insurance coverage as a school sponsored activity.

### F. Part-Time Teachers

1. A part-time teacher is defined as a teacher assigned three (3) or less classes.
2. A part-time teacher shall not be required to attend department or faculty meetings after school. They may be requested to meet with department chairpersons or administrators for twenty (20) minutes after last class - not more than three (3) times per month. They will be required to meet with parents as necessary.

3. A part-time teacher will be required to attend a maximum of three (3) scheduled evening additional activities, i.e. School-in-Session Night, parent conferences.
4. A part-time teacher shall be required to arrive fifteen (15) minutes before first class and stay fifteen (15) minutes after last class.
5. A part-time teacher may be assigned a duty if they teach one (1) or two (2) periods. Compensation to be equivalent to class assignments.
6. A part-time teacher shall receive no health benefits as per group insurance plan unless they work twenty (25) hours per week.
7. A part-time teacher shall be paid in a denomination of 6, i.e. 1/6, 2/6, 3/6 based on the number of periods taught.
8. A part-time teacher will not be assigned a planning/conference period.
9. Part-time staff will be eligible to move up on guide each school year subject to regular teacher evaluation process.

## ARTICLE IX

### TEACHER EMPLOYMENT

#### A. Placement of Salary Schedule

##### 1. Adjustment to Salary Schedule

Each teacher shall be placed on his/her proper step of the salary schedule in accordance with paragraph 4 below. Any teacher who is employed for five or more months during the course of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following school year. Any teacher who is employed for less than five months during the course of any school year shall not be given credit toward the next increment step for the following school year.

2. Effective July 1, 2017, newly hired certificated employees will be placed on the salary guide step that gives credit for their previous teaching experience pursuant to the provisions of Article IX.A.3 and A.4, herein.

##### 3. Credit for Experience

###### Public School Experience

Full credit at the salary level on the Teacher Salary Schedule shall be given for previous public school teaching experience upon initial employment in accordance with the provisions of Schedule A. Additional credit for military experience or alternative civilian service required by the Selective Service System, pursuant to N.J.S.A. 18A:29-11, or credit not to exceed two (2) years for Peace Corps, VISTA, or National Teacher Corps work and time spent on a Fulbright Scholarship shall be given upon initial employment.

###### Non-Public School Experience

New teachers to the Kittatinny Regional School District will be given one (1) year credit of teaching experience on the KRHS teacher salary guide for every two (2) years of teaching experience at an accredited non-public school. Superintendent will retain the prerogative to grant additional experience subject to Board approval.

##### 4. Duly Accredited School Defined:

- a) All public schools are recognized as accredited schools.
- b) Only those non-public schools that are accredited by New Jersey or other states as listed in the School Directory (or an equivalent publication) will be recognized as accredited.

#### B. Returning to the District

A teacher with previous teaching experience in the Kittatinny Regional School District shall, upon returning to the system, receive no less than one step per two (2) years of service on the salary schedule. (Refer to appropriate Board of Education policies).

C. Previous Sick Leave Accumulation

The Board will not recognize the transfer of any sick leave from another district.

D. Contract Renewal or Non-Renewal

Teachers shall be notified of their contract and salary status for ensuing year no later than April 30<sup>th</sup>, and all signed contracts must be returned to the Board by June 1<sup>st</sup>. Any employee not returning their contract by that day will be deemed to have resigned from employment.

E. National Board Certification Program:

- Upon presenting proof of acceptance into the National Board Certification Program, the Board will pay 25% of full-time tenured teachers NBPTS assessment fee up to a limit of six hundred (\$600.00) dollars.
- Upon attainment of National Board Certification, the Board will reimburse the tenured employee for an additional 50% of the total assessment fee, up to a limit of one thousand two hundred (\$1,200) dollars.
- Beginning in September following the attainment of National Board Certification, or upon being hired teachers who come into the district with National Board Certification shall receive one thousand (\$1,000) dollars in annual pensionable salary over and above their regular salary for the life of the certificate and employment with the Board.

ARTICLE X  
SALARIES

A. Salary Schedule

1. The salary of each Teacher covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made a part hereof.
2. A salary of each Custodian covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made a part hereof.
3. The salary of each Secretary covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made a part hereof.
4. The salary of each Clerk/Typist covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made a part hereof.
5. The salary of each Paraprofessional, Aquatic Director and Athletic Trainer covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and make a part hereof.
6. The salary of each Computer Resources Technical Support Specialist (CRTTS) covered by this Agreement is set forth for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made part hereof.

B. Salary Guide Freeze

The salary guide has been frozen during the following years:

2000-2001; 2002-2003; 2009-2010; 2012-2013; 2015-2016, 2017-2018

C. Method of Payment

1. Each employee employed on a ten (10) month basis shall be paid twenty (20) equal semi-monthly installments. Each employee employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
2. Each teacher shall receive his/her final pay and the pay schedule for the following year on his/her last working day in June.
3. Guidance Counselors and Child Study Team Members are paid on a ratio of 1.1, based upon their step on the Salary Guide for a full ten (10) months (September 1 through June 30<sup>th</sup> inclusive)
4. Coaches and Extra-Curricular Activities stipends shall be in accordance for school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 which are attached hereto and made a part hereof. Payment for coaches will be made in two (2) equal checks, one at midseason and one upon completion of the season. The exception to this schedule is fall coaches will be paid on September 10<sup>th</sup> and November 10<sup>th</sup>.

5. Each employee shall have the option for direct deposit to the bank of their choice and must inform the Board Office of their intent by September 1 of each school year.
- D. Permanent Substitute Teachers will be reimbursed according to the following guidelines:
1. For general substitute duties, including Class Coverage, Hall Supervision, Cafeteria Duty, In-School Suspension or Study Hall Coverage, the Substitute shall be reimbursed at Column 1, Step 1 of the teachers' salary guide and shall remain on Step 1, no change year to year.
  2. Board of Education provided insurance premiums will be paid by the Board for permanent substitutes in accordance with all current New Jersey State laws/regulations/codes governing public school employees for medical benefit contributions.
  3. For any permanent class assignment or any class assignment that exceeds six (6) weeks, the Permanent Substitute shall receive the prorated pay for that class, according to the Permanent Substitutes' appropriate step on the Salary Guide.

Representation Fee – As per the 2018 United States Supreme Court Decision regarding union representation fees for employees (Janus Decision), the option of providing representation fees from employees is no longer an enforceable employment practice.

1. Indemnification

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.

2. Demand and Return

The Association certifies that it has a "demand and return" system in effect.

## ARTICLE XI

### VOLUNTARY TRANSFERS AND REASSIGNMENTS

#### A. Notification of Vacancies

##### 1. Filing Requests

Teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned. Such requests for transfer and reassignments for the following year shall be submitted not later than February 15<sup>th</sup>.

#### B. Criteria for Assignment

In the determination of requests for voluntary reassignment and/or transfer the wishes of the individual teacher may be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. The principal will make all teacher assignment decisions. Employees who wish to appeal an assignment will file such appeals first with the principal, and then the superintendent and then the appeal will be with the Board of Education for the final determination.

#### C. Posting

The Board will post known vacancies as they arise.



## ARTICLE XII

### INVOLUNTARY TRANSFERS AND REASSIGNMENTS

#### A. Use of Voluntary Requests

Qualified volunteers may be considered to fill vacant positions before involuntary reassignments are considered.

#### B. Reassignment

In the event a voluntary transfer does not resolve the problem, affected teachers shall be given an opportunity to indicate a preference regarding the position to which they may be involuntarily transferred. Final determination, however, rests with the Board of Education. A teacher may not be transferred to any position for which they do not hold Certification, where such Certification is required.

#### C. Assignment of Extra Curricular/Coaching Positions

1. Vacant positions shall be filled by qualified volunteers as per N.J.S.A. 34: 13A-23.
2. In the event there are no volunteers, the following procedures shall be followed prior to assignment:
  - a) Position shall be posted within the school and within the sending districts for two (2) weeks.
  - b) In the event there is no response, the position shall be advertised in two (2) newspapers for two (2) weeks.
  - c) Upon request, Kittatinny Education Association shall be informed of the number of applicants and interviews for the posted positions.

## ARTICLE XIII

### TEACHER EVALUATION

#### A. Evaluation Procedures

1. All formal classroom observations of a teacher will be done according to the New Jersey laws in effect and shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address and similar surveillance devices shall be strictly prohibited.
2. Classroom observations shall be followed by a conference between the evaluator and the teacher. Thereafter, a written observation report shall be prepared by the evaluator, with a copy furnished to the teacher within ten (10) working days. The teacher shall, upon request, be given an opportunity to consult with the evaluator regarding the written report.
3. Non-tenured staff shall be evaluated in accordance with N.J.S.A. 18A:27-3.1. This section shall not be subject to the Grievance Procedure set forth as Article III of this Agreement.
4. Upon receipt of the observation report, faculty and staff members will have a maximum of ten (10) school days to return the observation form and signature page to the observing administrator.

#### B. Personnel

##### 1. File

An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive a copy at Board expense of any document contained therein of which a copy had not previously been provided. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review.

##### 2. Derogatory Material

No material derogatory to an employee's conduct, service, character or personality, which is not a part of the normal business record of the employer, shall be placed in his/her personnel file unless the employee has been afforded an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. That employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

##### 3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

C. Termination of Employment

Final evaluation of an employee upon termination of his/her employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this Article, with the exception of normal severance documents. An employee may, within six (6) months of leaving, have the right to review his file. (See Article IX Teacher Employment (D) Contract Renewal or Non-Renewal)

## ARTICLE XIV

### SICK LEAVE

- A. Sick leave shall be allotted ten (10) days per year for 10-month employees, and twelve (12) days per year for 12-month employees. Unused sick leave will be accumulated.
- B. Extended emergency sick leave may be granted with permission from the Board of Education when accumulated sick leave has been exhausted. Compensation will be determined at the daily rate of the employee less the cost of supplying a substitute.
- C. Personal, sick, family illness or vacation days must either be  $\frac{1}{2}$  or full days, not by the hour.  
Note: half day requires staff to work a minimum of  $3\frac{1}{2}$  hours.
- D. Notice of Accumulation  
  
Employees shall be given a written accounting of accumulated sick leave days no later than September 30<sup>th</sup> of each school year.
- E. It is recommended and encouraged, for budgetary reasons, that all employees give a Minimum Notification to the Board of Education Office for "Intent to Retire" by January 1 of the intended retirement year. The KEA Officers will make a concerted effort to notify and encourage (on multiple occasions) KEA members to make the January 1 "Intent to Retire" notification period.
- F. Retirement - Certified  
  
When an employee is separated from the Kittatinny Regional School District for purposes of certified retirement, pursuant to T.P.A.F., he/she shall receive one hundred (\$100) per day, effective 7/1/17 through 6/30/22 for each unused accumulated sick day. At the request of the employee, sick-day pay out will be dispersed over a period of one, two or three years.
- G. Death - Certified  
  
When an employee dies during his/her contract year with KRHS Board of Education, the district will pay one hundred fifty dollars (\$150) per day for all of his/her sick leave, family leave and personal leave on record.
- H. Retirement Non-Certified  
  
When an employee is separated from the Kittatinny Regional School District for purposes of certified retirement, pursuant to P.E.R.S., he/she shall receive seventy-five (\$75.00) per day effective 7/1/17 through 6/30/22 for each unused accumulated sick day. At the request of the employee, sick-day pay out will be dispersed over a period of one, two or three years.
- I. Death Non-Certified  
  
For non-certified staff members the death benefit pay out shall be their daily rate of pay not to exceed seventy-five dollars (\$75) for all his/her sick leave, personal leave and family leave on record. Vacation time will be paid at the regular daily rate.

J. Sick Leave Bank

Members, as outlined in Article 1.A will be allowed to contribute their sick days to one of two employee catastrophic illness/accident leave banks. All contributing employees will draw from one combined sick bank. No days contributed will be returned to an employee at the time of separation or retirement. The sick leave bank total accumulated illness days may not exceed a 500 days. Any employee who qualifies to be credited with sick leave pay for days taken from the bank must meet the following criteria:

- employee must have been a contributing member prior to the catastrophic illness, diagnosis or serious accident injury.
- employee qualification is subject to the Superintendent's review and approval of illness documentation.
- the employee must have exhausted all sick leave, personal leave, family leave and vacation leave prior to receiving bank illness days.
- the employee is limited to a maximum of 150 days subject to the bank containing same number or greater.
- the KEA President with a majority of members of the KEA officers may approve an employee to receive an additional 30 days beyond the 150 day maximum provided KEA submits in writing such approval to the Superintendent.

The Sick Leave Bank Committee will establish procedures and policies governing the use of sick leave bank time. The Sick Leave Bank Committee will be a six-person committee with three KEA and three total members from the administration and Board of Education as per N.J.S.A. 18A:30-11.

## ARTICLE XV

### TEMPORARY LEAVES OF ABSENCE

#### A. Types of Leaves

For the duration of this Agreement, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year. All application for leave will be submitted to immediate supervisor and then to principal and final approval will be given by the superintendent. Sick time reporting should be made directly to the Office of the Superintendent.

##### 1. Personal

- a) Three (3) days of absence for ten (10) month employees and four (4) days for twelve (12) month employees for personal, legal, business, household, religious or family matters which cannot be resolved during school hours. Application to the immediate supervisor and then to principal and final approval given by the Superintendent for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than he is taking it under this Section. No more than two (2) personal days will be approved at any one request. All unused personal days shall be accumulated and converted to sick leave days. Teacher personal leave will not be taken preceding or succeeding a holiday or vacation. Emergency personal leave taken at this time will require a written explanation upon returning to work.
- b) Family Illness: Unused personal days or unused sick days may be converted to family illness days to a maximum of four (4) days per year. Family illness leave will be granted for an illness in the immediate family – immediate family is defined as mother, father, spouse, sister, brother, son, daughter or any other relative/partner living in the same household.
- c) Half-day personal/sick/family illness leave may be requested based on 7:30 a.m. – 2:30 p.m. work day:  
A.M. ½ day leave employee must arrive on or before 10:30 a.m.  
P.M. ½ day leave employee may leave at 11 a.m. or thereafter.

Employees who are scheduled for a seven and one-half (7 ½) hour work day must work three and one-half (3 ½) hours (excluding lunch) consecutively a.m. or p.m. to qualify for ½ day a.m. or p.m. leave. Employees who are scheduled for an eight (8) hour work day must work four (4) hours (excluding lunch) consecutively a.m. or p.m. to qualify for a ½ day a.m. or p.m. leave.

##### 2. Legal

Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system if the employee is required by law to attend.

3. Bereavement

Leaves of absence for deaths in the family shall be four (4) days for mother, father, mother-in-law, father-in-law, husband, wife, son or daughter, sibling, domestic partner united under a civil union or any other family member living in the household. Two (2) days shall be given for grandparent/grandchildren, grandparents-in-law, brother-in-law/sister-in-law, son-in-law/daughter-in-law, aunts and uncle. All other relatives shall be for the day of the funeral only.

4. Military

Military leave of the annual two-week training variety should be arranged whenever possible during the summer recess. Leave for the call-up of an employee for national emergency duty will be granted unequivocally with no loss in tenure status.

Any employee called to active duty will be replaced with a substitute until his/her return. Upon his/her return, he/she will be placed on the same guide step he/she would have obtained to had he/she not been called up, with all accumulated fringe benefits accruing to him/her.

Employees shall be fully compensated when they are required to participate in short term military training during the school year.

All military leave will be in accordance with N.J.S.A 38: 23-1, 23-4 and 38A: A-4.

5. Emergency leave shall be decreed by the Board on a per case basis, when proper documentation for the need is examined. On an interim basis, the Superintendent may grant such emergency leave.
6. The Board may grant extended emergency sick leave when all accumulated sick leave has been exhausted, with compensation at the daily rate of the employee, less the cost of supplying a substitute.

## ARTICLE XVI

### EXTENDED LEAVES OF ABSENCE

#### A. International and Federal Programs

A leave of absence without pay of up to two (2) years may, with Board approval, be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

#### B. Outside Teaching

A teacher on tenure may with Board approval be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

#### C. Federal Medical Leave Act/NJ Family Leave Act/Maternity Leave

Employees may use up to twenty (20) days of their personal sick days during a period when they are out on either New Jersey or Federal family leave.

The Board of Education recognizes that the fact of any employee's pregnancy cannot work to deprive that employee of her employment or the benefits of temporary disability. All leaves of absence requested or taken by employees for reasons associated with pregnancy and maternity leave shall be as governed, as appropriate, by Board Policy on unpaid leaves of absence, sick leave, and anticipated disability.

In recognition, however, of the potentially disabling nature of pregnancy and the foreseeability of temporary disability in its termination, and in consideration of the interest of the district in continuity of instruction and the maintenance of a qualified and competent staff, the Board shall assume that a pregnant employee is disabled for work four (4) weeks before the anticipated date of childbirth and continues to be disabled for four (4) weeks after her pregnancy is terminated, except that any employee may present medical certification as evidence of her fitness to perform her duties.

The following guidelines shall be employed in the case of employee pregnancy:

1. The employee who becomes pregnant shall notify the Board of her condition and, if she elects to remain in her position, shall be required to submit periodic certification of her continuing fitness to perform her duties, in accordance with Board Policy on anticipated disabilities.
2. The employee may request unpaid leave of absence to prepare for maternity and/or to care for her child. Such leaves are subject to Board discretion and to Board Policy. The employee on voluntary leave of absence is not eligible for sick leave pay when disability does occur. No pregnant employee can be required to take an unpaid leave of absence.
3. The employee who remains in her position and becomes disabled during her pregnancy for any reason, or at the termination of her pregnancy, shall be granted the same temporary disability benefits of sick leave pay, with its possible extension pursuant to N.J.S.A. 18A:30-6, except pay for extended portion shall be as in Article XVI, Paragraph B, the Board may require medical certification of such disability.



4. The Board may require that a pregnant employee be placed on sick leave if:
- a) the performance of her duties had declined substantially from such performance during the time immediately preceding her pregnancy, or
  - b) her physical capacity is such that continued performance of her duties would impair her health. Such incapacity must be established by one of the following:
    1. Failure of the employee to produce medical certification of her fitness, or
    2. The agreement of the employee's physician and a physician appointed by the Board, or
    3. The concurrence in a finding of incapacity by an impartial third physician who may be appointed by the county medical society or by the consent of the examining physicians in (2) above.
    4. No employee absent on temporary disability for reasons associated with pregnancy may return to work without presentation of medical certification of fitness.
    5. The Board may presume that a pregnant employee is disabled for work four (4) weeks before the anticipated date of childbirth; the employee is then eligible for sick leave benefits except that the employee who continues to present certification of her fitness may continue to perform her duties.
    6. When pregnancy is terminated, the employee is presumed to be disabled for a recuperative period of four (4) weeks during which she may continue to receive the sick leave pay to which she is entitled. If she wishes to return to her duties during that period, she must present certification of fitness.
    7. An employee whose pregnancy has been terminated may remain on sick leave and is eligible to receive the sick leave pay to which she is entitled or, if she has exhausted her entitlement, that which the Board in its discretion may grant her in accordance with statute, so long as she continues to present medical certification of her disability.

D. Adoption

Any unit member adopting a child shall receive similar leave which shall commence upon his/her receiving de facto custody of said child or earlier, if necessary, to fulfill the requirements for the adoption.

E. Family Emergency

An absence for immediate family emergency will be at the discretion of the Superintendent or designee. An extended period, if necessary, shall be by petition to the Board and at their discretion will set compensatory relief, if any.

F. Political

Leave may be granted to those employees who request it to campaign for political office. The Board, however, will not compensate the employee for the time he/she is absent from his/her responsibility to the school district.

School employees who are elected to the State Legislature will be granted leave to attend sessions of the body to which they are elected, and with full compensation. Title 18A:6-8.1.

G. Good Cause

Other leaves of absence without pay may be granted by the Board of Education with the Board determining compensation, if any, or step on guide upon employee's return.

H. Return from Leave

Upon return from leave granted pursuant to this Article, a unit member shall be placed on the salary guide in accord with the terms of the leave approved by the Board action.

I. Extensions and Renewals

All requests for extensions or renewals of leaves shall be applied for in writing to the Superintendent.

ARTICLE XVII

PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

A. Assault

Legal Assistance

The Board shall give full support including legal and other assistance for any assault upon the unit member while acting in the discharge of his/her duties so long as said employee has not violated any New Jersey Statute/Code/Criminal Code after a thorough investigation by the administration and appropriate state or law enforcement agency.

B. Reporting Assaults

Unit members shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

**ARTICLE XVIII**

**HEALTH PROTECTION**

**A. Full Health-Care Coverage - Complete Annual Coverage**

- For each employee who remains in the employ of the Board for the full school year, the Board shall make payment in accordance with current New Jersey State laws/statutes/code governing public school employees health benefits (as of July 1, 2017) to a Board of Education provided medical benefits plan for the employee and their family, to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31<sup>st</sup> as of the effective date of this collective negotiated agreement (CNA). Employee contributions toward medical and dental benefits will be in accordance with the following chart based upon current New Jersey State laws/statutes/code governing public school employees as of July 1, 2017.

Employee Contribution Chart for Medical and Prescription Benefits:

Single Coverage			Member/Spouse/Partner or		Family Coverage		
Salary Range		% of premium	Salary Range	% of premium	Salary Range		% of premium
less than \$20,000.00		3.69%	less than \$25,000.00	2.82%	less than \$25,000.00		2.38%
\$20,000.00 \$24,999.99		4.57%	\$25,000.00 \$29,999.99	3.69%	\$25,000.00 \$29,999.99		3.25%
\$25,000.00 \$29,999.99		6.32%	\$30,000.00 \$34,999.99	5.00%	\$30,000.00 \$34,999.99		4.13%
\$30,000.00 \$34,999.99		8.50%	\$35,000.00 \$39,999.99	5.88%	\$35,000.00 \$39,999.99		5.00%
\$35,000.00 \$39,999.99		9.38%	\$40,000.00 \$44,999.99	6.75%	\$40,000.00 \$44,999.99		5.88%
\$40,000.00 \$44,999.99		9.50%	\$45,000.00 \$49,999.99	7.75%	\$45,000.00 \$49,999.99		7.63%
\$45,000.00 \$49,999.99		11.25%	\$50,000.00 \$54,999.99	12.13%	\$50,000.00 \$54,999.99		9.50%
\$50,000.00 \$54,999.99		16.50%	\$55,000.00 \$59,999.99	13.88%	\$55,000.00 \$59,999.99		11.25%
\$55,000.00 \$59,999.99		19.13%	\$60,000.00 \$64,999.99	17.38%	\$60,000.00 \$64,999.99		13.88%
\$60,000.00 \$64,999.99		22.63%	\$65,000.00 \$69,999.99	19.13%	\$65,000.00 \$69,999.99		15.63%
\$65,000.00 \$69,999.99		23.63%	\$70,000.00 \$74,999.99	21.00%	\$70,000.00 \$74,999.99		18.25%
\$70,000.00 \$74,999.99		26.25%	\$75,000.00 \$79,999.99	21.88%	\$75,000.00 \$79,999.99		19.13%
\$75,000.00 \$79,999.99		27.13%	\$80,000.00 \$84,999.99	22.75%	\$80,000.00 \$84,999.99		19.25%
\$80,000.00 \$94,999.99		28.00%	\$85,000.00 \$99,999.99	24.50%	\$85,000.00 \$89,999.99		21.00%
\$95,000.00 over		28.88%	\$100,000.00 over	28.88%	\$90,000.00 \$94,999.99		22.75%
					\$95,000.00 \$99,999.99		23.63%
					\$100,000.00 \$109,999.99		26.25%

The employee may choose NJ Direct 15 or any benefit plan of equal or lesser premium value. No premium cost shall exceed the NJ Direct 15 plan.

- The prescription drug co-payments will be in accordance with the School Employee Health Benefits Plan (SEHBP) - \$3.00 generic/\$10.00 brand name, \$5.00 generic/\$15.00 brand name for a one-time mail order 90 day supply for the term of this agreement. If a generic drug is not

manufactured or otherwise not available for purchase in the United States, then the brand name may be purchased. The employee will be responsible for submitting to the Board Office, proof that no generic drug is manufactured or available. Upon receipt of this documentation and receipt of purchase of brand name, reimbursement of the difference between the brand name co-pay and the generic co-pay will be provided to the employee by the Board Office.

3. Employees working thirty (30) hours or more per week will be eligible to receive healthcare benefits in accordance with the terms above. All current Paraprofessionals employed as of June 30, 2015 will remain eligible for healthcare benefits at 25 hours per week.

B. Injury or Accident

1. The Board shall provide Workmen's Compensation Insurance to cover any employment related accident or injury.
2. The Board of Education shall pay the full premium, or in accordance with all applicable state laws/regulations code for SEHBP enrollees, for the employee, and dependents where applicable, to provide continuation of the existing dental plan benefits. The particular plan utilized shall be selected by the Association, but shall be subject to approval by the Board of Education.
3. Board shall make payment in accordance with current New Jersey State laws/statutes/code governing public school employees health benefits (as of July 1, 2017) to a Board of Education provided medical benefits plan for the employee and their family, to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31<sup>st</sup> as of the effective date of this collective negotiated agreement (CNA), where applicable, to provide the co-pay prescription plan benefit.

E. Buy-Out Package

Employee buy-out terms for medical/prescription/dental benefits will be in accordance with current New Jersey State laws/statutes/code governing public school employees as of July 1, 2017. The rate of reimbursement will be 25% of the benefit plan or a maximum of \$5,000 per employee whichever amount is less. Benefit buyout applications must be submitted to the business office in a timely manner. Any health benefits carrier change shall be in accordance with all New Jersey and Federal laws and statutes. Employees may not coordinate benefits as per the regulations and New Jersey State laws for the administration of the School Employee Health Benefit Plan (SEHBP).

Any Employee can opt back in under the following conditions:

If there is a change in life circumstances meaning the employee will be without insurance coverage (e.g. death, divorce, unemployment) the employee may opt back in as of the date of such event providing they can prove there is no insurance coverage. Reinstatement of insurance would be at the same level as prior to the waiver.

If there is a change in the employee's coverage (such as a change in policy benefits or an increase in spouse's insurance costs, etc.) the employee may opt back in as of the date of such "change in benefits" providing they can provide documentation of the coverage changes. Reinstatement of insurance would be at the same level as prior to the waiver.

ARTICLE XIX

PERSONAL AND ACADEMIC FREEDOM

A. Personal

When non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon a teacher's responsibilities to his/her students and to the Board. The Superintendent is directed to prepare for the staff, guidelines that will minimize the possibility of a conflict of interest between employees and the district. (Refer to appropriate Board of Education Policies).

B. Academic

Any discussion of controversial issues in the classroom shall be conducted in a manner designed to foster a spirit of inquiry within the guidelines of curriculum policy set by the Board.

C. Annual Student Testing Requirements

There will be a minimum of twenty-four (24) hours between the conclusion of any cumulative exams and the posting of final grades with the exception of seniors which must be posted on the last day of final exams close of business 3:30 p.m. (Teaching employees are responsible to administer any makeup exams of their students and then post final grades with 24 hours.)

ARTICLE XX

EXTRA-CURRICULAR COMPENSATION

The Board of Education reserves the right to establish extracurricular activities that are consistent with sound education practices or eliminate extra-curricular activities according to Board of Education policies.

Stipends for extra-curricular activities will be negotiated as part of this Agreement and all salaries agreed upon shall be listed for the school years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 and entitled "Extra-Curricular Compensation Guide Longevity for extra-curricular activities and coaching positions frozen at current levels effective July 1, 2018. No new longevity will be awarded after July 1, 2018.

For all Kittatinny Education Association (KEA) members who volunteer as a non-paid coach, Board will grant one professional day for the volunteer coach to attend one (1) professional development clinic approved by the Superintendent.

The Board of Education agrees to allow groups and activities that raise money through admission fees for performances or participation fees for camps/clinics to pay instructors/directors/supervisors from their activity account according to hourly rates agreed upon by the KEA and the Superintendent and approved by the BOE.

ARTICLE XXI

MANAGEMENT RIGHTS

- A. Except as specifically limited by this Agreement, the Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the Kittatinny Regional School District to the extent authorized by law.
- B. The New Jersey Department of Education requires annual trainings and as part of annual training requirements, all faculty and staff will be notified by August 15<sup>th</sup> of the school year as to which required and recommended professional development programs are available for completion.



**ARTICLE XXII**

**SEPARABILITY AND SAVINGS**

- A. If any provisions of this Agreement, or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall be null and void; but all other provisions or application shall continue in full force and effect.

ARTICLE XXIV

COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which does or may influence evaluation of an employee shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Supervisor

The principal or immediate supervisor shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

D. Procedure

The same steps as outlined in the procedural steps of Article III, Grievance Procedure.

## ARTICLE XXIV

### TUITION REIMBURSEMENT

Tuition reimbursement shall be granted to all "Tenured" certificated staff members (inclusive of the certified Athletic Trainer) who have already earned a Bachelor's Degree and are professionally certified by the State of New Jersey. Hereafter the term "tenured teacher" will be used to designate all members of the teaching staff with a standard New Jersey certificate who possess Bachelor's Degrees. Tuition reimbursement will be for graduate level courses only (500 level and above) or other approved courses by the Superintendent.

There will be no lateral movement on guide for any future Kittatinny Academy for Teachers (KAT) courses as of July 1, 2012. All current KAT credit will be frozen at June 30, 2012 levels for all employees for reasons of movement on the salary guide.

Tuition reimbursement shall be made as follows:

All coursework reimbursement will be in line with the new tuition laws governing education tuition repayment N.J.S.A. 18A:6-8.5; N.J.S.A 18A:3-15.3; N.J.A.C. 6A:9-2.1

- a. The institution must be an accredited (duly authorized institution of higher education)
  - b. The employee will have obtained prior approval of the superintendent prior to enrollment in the course; and
  - c. The course or degree must be related to the employee's current or future job responsibilities
- 1) Approved courses will be reimbursed by the Board of Education up to the amount equivalent to the cost of twelve (12) semester hours per school year (July 1-June 30) at the tuition level set by New Jersey State Colleges.
  - 2) Reimbursement shall be granted only where the applicant has completed the course in accordance with the requirements of the college institution giving the course, and shall have attained at least a "B" grade or equivalent with full credit for said course.
  - 3) An official reimbursement form is to be submitted to the Superintendent of Schools with either grade slips or an official transcript for proof of the successful completion of the approved course work.
  - 4) If courses are taken under a grant from private, public, or other funds: GI Bill, N.S.F., N.D.L.A. the difference between the amount granted and the actual cost for tuition will be reimbursed by the Board as limited by (A.1.) in this Section.
  - 5) For the reasons of graduate level tuition reimbursement, a maximum of twelve (12) credits per year may be taken online so long as the graduate course is being taken at an accredited university or college.
  - 6) Tuition reimbursement shall be granted to secretaries and clerks who have at least three (3) full years of employment in the Kittatinny School District. Tuition reimbursement shall be made for those courses which are job related and are determined to be eligible and approved by the

Superintendent prior to course enrollment. A CAP of \$1,000 per year has been designated for reimbursement in total for clerical staff.

- 7) Full-time Paraprofessionals and Aquatics Director reimbursement shall be made after one (1) year of service in the district as follows:
  - a. Approved undergraduate courses will be reimbursed by the Board of Education up to the amount equivalent to the cost of twelve (12) semester hours per school year at the tuition level set by New Jersey State Colleges. The Board agrees to reimburse up to a maximum of seventy (70) undergraduate credits. Superintendent may be petitioned for additional undergraduate course approval.
  - b. All courses must be within a degree-granting program in the area of teacher certification, subject to review and approval by the Superintendent of Schools.
  - c. All courses required for re-certification of the Aquatics Director shall be paid by the Board of Education after review and approval of the Superintendent.
  - d. All re-certification fees for current Paraprofessional employees will be paid by the Board of Education so long as the employee is contracted for the school year.
- 8) Any employee who voluntarily separates from the district before completing 3 years of service from the last tuition reimbursement shall be responsible for the repayment of tuition reimbursement for any tuition payments paid over the previous four (4) years. If the employee leaves Kittatinny Regional School District prior to the completion of 1 full year of service the reimbursement percentage will be 100%. Prior to the completion of 2 full years post reimbursement the percentage will be 66%. Separation from KRSD prior to the completion of 3 full years post reimbursement the percentage will be 33%. After the completion of 3 full years' service to KRSD, post reimbursement, there will be no tuition repayment required. Anyone who is completing an administrative or supervisors certificate who is passed over for a KRSD administrative position opening two times in their career are exempt from this contract language and are not required to repay tuition reimbursement.
- 9) Due to the technical nature of its position, tuition reimbursement shall be granted to all INSTRUCTIONAL TECHNOLOGY SUPPORT SPECIALIST members, full and part-time, who have at least three (3) years of employment in the Kittatinny Regional School District. A cap of \$2,000 per year shall be designated for reimbursement in total for the entire INSTRUCTIONAL TECHNOLOGY SUPPORT SPECIALIST staff.

**ARTICLE XXV**

**UNIFORMS**

- A. Newly hired custodians are responsible for providing their own uniforms and shoes. However, after six (6) months of service, the Board of Education shall reimburse the custodians for five (5) uniforms and two (2) pair of shoes annually and one (1) jacket per three-year contract. The work shoes shall be reimbursed up to \$125.00 per pair and must be worn while at work. Work shoes are not considered outdoor boots, hunting boots or sneakers unless the job entails grounds keeping.

ARTICLE XXVI

LONGEVITY

Longevity for employees hired prior to July 1, 2018:

- A. An annual longevity program for 2017 through 2022 shall provide for a one-time lump sum payment of \$2,350 for each teacher and athletic trainer with 15 years of service in the Kittatinny District to be paid at the end of June upon the full completion of the 15th year; \$100.00 for each additional year of service over 15 years shall be added each year and will be paid in 20 equal installments starting the 16<sup>th</sup> year and will be pensionable.
- B. An annual longevity program for 2017 through 2022 shall provide for a one-time lump sum payment of \$1,000 for each secretary and clerk-typist with 15 years of service in the Kittatinny District to be paid at the end of June upon the full completion of the 15th year; \$75 for each additional year of service over 15 years shall be added each year and will be paid in 24 equal installments starting the 16<sup>th</sup> year and will be pensionable.
- C. An annual longevity program for 2017 through 2022 shall provide for a one-time lump sum payment of \$1,000 for each custodian with 15 years of service in the Kittatinny District to be paid at the end of June upon the full completion of the 15th year; \$75 for each additional year of service over 15 years shall be added each year and will be paid in 20 equal installments starting the 16<sup>th</sup> year and will be pensionable.
- F. An annual longevity program for 2017 through 2022 shall provide for a one-time lump sum payment of \$250 for each Paraprofessional/Aquatic Director with 15 years of service in the Kittatinny District to be paid at the end of June upon the full completion of the 15th year; \$25 for each additional year of service over 15 years shall be added each year and will be paid in 20 equal installments starting the 16<sup>th</sup> year and will be pensionable.

G. Longevity for any new employees hired after July 1, 2018:

Teacher/CST/Guidance/Athletic Trainer:

\$1,000 starting on day one of 16<sup>th</sup> year – no further increases

Secretaries/Clerk Typist/Custodians:

\$750 starting on day one of 16<sup>th</sup> year – no further increases

Paraprofessionals/Aquatics Director:

\$500 starting on day one of 16<sup>th</sup> year – no further increases

- F. Any new longevity payments to staff members starting with the 2017-2018 school year will be paid by and will be the responsibility of the District/Board of Education for the term of this Agreement 2017-2018.

ARTICLE XXVII

TRAVEL REIMBURSEMENT

- A. All personnel on official business which has been authorized by the Superintendent shall receive the current OMB rate of reimbursement for travel when applicable. Board policy #4133 governs how meals, lodging, and registration expenses will be reimbursed when properly submitted to and approved by the Board. (A-5)

**ARTICLE XXVIII**

**NEW TEACHER MENTOR FEES**

- A. All mentoring fees for new employees with Provisional Certificates, Traditional or Alternate Route, will be paid by the new employee. All payments must be processed through the Board of Education Office payroll procedures.



## ARTICLE XXIX

### ATHLETIC TRAINER TERMS AND CONDITIONS

1. Work year will consist of 252 working days starting in August (based upon the start of the fall season) through June 30 of each school year.
2. The hours of the position will be: Fall/Spring season: 12:00-completion of all home activities: Winter: 1:00-completion of all home activities. Non-game week days the work day shall end at 6 P.M.
3. The athletic trainer will be responsible for coverage of all home activities Monday - Saturday.
4. The athletic trainer will be responsible for covering all home events/all levels.
5. The athletic trainer will be responsible for covering all home and away Varsity Football games, including any game rescheduled for a Sunday.
6. The athletic trainer will be responsible for covering all post-season competition any Varsity team may qualify for (excluding events in which individuals from a team may qualify for) as long as the event does not conflict with an event at Kittatinny Regional High School.
7. The athletic trainer will not work more than six (6) consecutive days without compensation (a day off when scheduling permits).
8. The athletic trainer will be compensated for hours worked before designated scheduled times above in assisting/organizing pre-season screenings and physicals in September, November, March and June in the form of equal compensatory time when scheduling permits. (Approximate time required is 52 hours or 7.5 work days.)
9. On work days that fall in between seasons the work day will consist of a 7 hour day.
10. Days when school is closed due to emergency and/or inclement weather will be deducted from 252 day work year.
11. This position shall unless otherwise specified be entitled to health insurance, sick leave and personal leave benefits equal to teacher's contract.

ARTICLE XXX

AQUATICS DIRECTOR

1. The length of the work year for the Aquatics Director will be eleven (11) months starting September 1 through July 30 with the maximum work day in July to be no more than six (6) hours per day with on call duties.
2. Hours During School Year:  
7:30 a.m. to 2:30 p.m. (7 hours per day)  
One 20 minute "break" each day  
One 40 minute "lunch break" each day
3. Summer Hours: - To be determined upon consultation with CSA and KEA
4. Other Items:
  - No more than five (5) consecutive periods scheduled.
  - Sick days and Personal Days will be equal to the teachers' contract.
  - Overtime will equal time-and-half after 8 hours on Saturday.
  - Double time on Sundays and Holidays when scheduled by the Administration, exclusive of the Adult School instruction and Lifeguarding.
  - Health benefits and contribution rates will be equal to the teachers' contract in accordance with all state laws/regulations/code governing public school employee health benefit coverage.

ARTICLE XXXI

DURATION OF AGREEMENT

Duration Period

This Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2022, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereunto have caused this Agreement to be signed by their respective presidents, all on the 6<sup>th</sup> day of June, 2019.

KITTATINNY EDUCATION ASSOCIATION

BY: \_\_\_\_\_  
KEA CO-PRESIDENT DATE

BY: \_\_\_\_\_  
KEA NEGOTIATIONS CHAIR DATE

KITTATINNY REGIONAL BOARD OF EDUCATION

BY: \_\_\_\_\_  
BOARD PRESIDENT DATE

BY: \_\_\_\_\_  
NEGOTIATIONS CHAIRPERSON DATE

BY: \_\_\_\_\_  
BUSINESS/ ADMINISTRATOR/  
BOARD SECRETARY DATE

## TEACHERS GUIDES

**2017-2018** Everyone is frozen on their 2016-2017 step.

<b>Guide</b>	<b><u>BA</u></b>	<b><u>BA15</u></b>	<b><u>BA36/MA</u></b>	<b><u>MA15</u></b>	<b><u>MA30</u></b>	<b><u>MA60</u></b>
1	57,925	59,425	62,625	64,425	66,325	68,325
2	60,325	61,825	65,025	66,825	68,725	70,725
3	62,725	64,225	67,425	69,225	71,125	73,125
4	65,125	66,625	69,825	71,625	73,525	75,525
5	67,525	69,025	72,225	74,025	75,925	77,925
6	69,925	71,425	74,625	76,425	78,325	80,325
7	72,325	73,825	77,025	78,825	80,725	82,725
8	74,725	76,225	79,425	81,225	83,125	85,125
9	77,125	78,625	81,825	83,625	85,525	87,525
10	79,525	81,025	84,225	86,025	87,925	89,925
11	81,925	83,425	86,625	88,425	90,325	92,325
12	84,325	85,825	89,025	90,825	92,725	94,725

**2018-2019**

<b>Guide</b>	<b><u>BA</u></b>	<b><u>BA15</u></b>	<b><u>BA36/MA</u></b>	<b><u>MA15</u></b>	<b><u>MA30</u></b>	<b><u>MA60</u></b>
1	57,810	59,310	62,510	64,310	66,210	68,210
2	60,210	61,710	64,910	66,710	68,610	70,610
3	62,610	64,110	67,310	69,110	71,010	73,010
4	65,010	66,510	69,710	71,510	73,410	75,410
5	67,410	68,910	72,110	73,910	75,810	77,810
6	69,810	71,310	74,510	76,310	78,210	80,210
7	72,210	73,710	76,910	78,710	80,610	82,610
8	74,610	76,110	79,310	81,110	83,010	85,010
9	77,010	78,510	81,710	83,510	85,410	87,410
10	79,410	80,910	84,110	85,910	87,810	89,810
11	81,810	83,310	86,510	88,310	90,210	92,210
12	84,210	85,710	88,910	90,710	92,610	94,610
13	86,465	87,965	91,165	92,965	94,865	96,865

**2019-2020**

<b>Guide</b>	<b><u>BA</u></b>	<b><u>BA15</u></b>	<b><u>BA36/MA</u></b>	<b><u>MA15</u></b>	<b><u>MA30</u></b>	<b><u>MA60</u></b>
<b>1</b>	57,815	59,315	62,515	64,315	66,215	68,215
<b>2</b>	60,215	61,715	64,915	66,715	68,615	70,615
<b>3</b>	62,615	64,115	67,315	69,115	71,015	73,015
<b>4</b>	65,015	66,515	69,715	71,515	73,415	75,415
<b>5</b>	67,415	68,915	72,115	73,915	75,815	77,815
<b>6</b>	69,815	71,315	74,515	76,315	78,215	80,215
<b>7</b>	72,215	73,715	76,915	78,715	80,615	82,615
<b>8</b>	74,615	76,115	79,315	81,115	83,015	85,015
<b>9</b>	77,015	78,515	81,715	83,515	85,415	87,415
<b>10</b>	79,415	80,915	84,115	85,915	87,815	89,815
<b>11</b>	81,815	83,315	86,515	88,315	90,215	92,215
<b>12</b>	84,215	85,715	88,915	90,715	92,615	94,615
<b>13</b>	86,615	88,115	91,315	93,115	95,015	97,015
<b>14</b>	88,795	90,295	93,495	95,295	97,195	99,195

**2020-2021**

<b>Guide</b>	<b><u>BA</u></b>	<b><u>BA15</u></b>	<b><u>BA36/MA</u></b>	<b><u>MA15</u></b>	<b><u>MA30</u></b>	<b><u>MA60</u></b>
<b>1</b>	58,655	60,155	63,355	65,155	67,055	69,055
<b>2</b>	61,055	62,555	65,755	67,555	69,455	71,455
<b>3</b>	63,455	64,955	68,155	69,955	71,855	73,855
<b>4</b>	65,855	67,355	70,555	72,355	74,255	76,255
<b>5</b>	68,255	69,755	72,955	74,755	76,655	78,655
<b>6</b>	70,655	72,155	75,355	77,155	79,055	81,055
<b>7</b>	73,055	74,555	77,755	79,555	81,455	83,455
<b>8</b>	75,455	76,955	80,155	81,955	83,855	85,855
<b>9</b>	77,855	79,355	82,555	84,355	86,255	88,255
<b>10</b>	80,255	81,755	84,955	86,755	88,655	90,655
<b>11</b>	82,655	84,155	87,355	89,155	91,055	93,055
<b>12</b>	85,055	86,555	89,755	91,555	93,455	95,455
<b>13</b>	87,455	88,955	92,155	93,955	95,855	97,855
<b>14</b>	89,855	91,355	94,555	96,355	98,255	100,255

**2021-2022**

<b>Guide</b>	<b><u>BA</u></b>	<b><u>BA15</u></b>	<b><u>BA36/MA</u></b>	<b><u>MA15</u></b>	<b><u>MA30</u></b>	<b><u>MA60</u></b>
<b>1</b>	59,850	61,350	64,550	66,350	68,250	70,250
<b>2</b>	62,250	63,750	66,950	68,750	70,650	72,650
<b>3</b>	64,650	66,150	69,350	71,150	73,050	75,050
<b>4</b>	67,050	68,550	71,750	73,550	75,450	77,450
<b>5</b>	69,450	70,950	74,150	75,950	77,850	79,850
<b>6</b>	71,850	73,350	76,550	78,350	80,250	82,250
<b>7</b>	74,250	75,750	78,950	80,750	82,650	84,650
<b>8</b>	76,650	78,150	81,350	83,150	85,050	87,050
<b>9</b>	79,050	80,550	83,750	85,550	87,450	89,450
<b>10</b>	81,450	82,950	86,150	87,950	89,850	91,850
<b>11</b>	83,850	85,350	88,550	90,350	92,250	94,250
<b>12</b>	86,250	87,750	90,950	92,750	94,650	96,650
<b>13</b>	88,650	90,150	93,350	95,150	97,050	99,050
<b>14</b>	91,050	92,550	95,750	97,550	99,450	101,450

## SECRETARY GUIDES

### 2017-2018

Everyone moves back a step from 2016-2017 step

<u>Step</u>	<u>Salary</u>
1	33,850
2	34,050
3	34,850
4	35,650
5	36,450
6	37,345
7	38,145
8	38,870
9	39,795
10	40,595
11	41,395
12	42,195
13	42,995
14	43,745
15	44,395
16	45,245
17	45,945

### 2018-2019

Everyone remains on 2017-2018 step

<u>Step</u>	<u>Salary</u>
1	34,500
2	35,300
3	36,100
4	36,900
5	37,700
6	38,500
7	39,300
8	40,100
9	40,900
10	41,700
11	42,500
12	43,300
13	44,100
14	44,900
15	45,700
16	46,500
17	47,300

### 2019-2020

<u>Step</u>	<u>Salary</u>
1	34,885
2	35,685
3	36,485
4	37,285
5	38,085
6	38,885
7	39,685
8	40,485
9	41,285
10	42,085
11	42,885
12	43,685
13	44,485
14	45,285
15	46,085
16	46,885
17	47,685
18	48,485

### 2020-2021

<u>Step</u>	<u>Salary</u>
1	35,180
2	35,980
3	36,780
4	37,580
5	38,380
6	39,180
7	39,980
8	40,780
9	41,580
10	42,380
11	43,180
12	43,980
13	44,780
14	45,580
15	46,380
16	47,180
17	47,980
18	48,780

### 2021-2022

<u>Step</u>	<u>Salary</u>
1	35,630
2	36,430
3	37,230
4	38,030
5	38,830
6	39,630
7	40,430
8	41,230
9	42,030
10	42,830
11	43,630
12	44,430
13	45,230
14	46,030
15	46,830
16	47,630
17	48,430
18	49,230

## SECRETARY STIPENDS

<u>Stipend</u>	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Office Manager	4,770	4,770	4,770	4,840	4,910
Student Accounts	3,201	3,201	3,201	3,271	3,341
Special Projects	1,679	1,679	1,679	1,749	1,819
Publicity	1,050	1,050	1,050	1,120	1,190



## CUSTODIANS GUIDES

### 2017-2018

Everyone remains on 2016-2017 step

<u>Step</u>	<u>Salary</u>
1	35,825
2	36,925
3	38,025
4	39,225
5	40,425
6	41,625
7	42,825
8	44,025
9	45,325
10	46,625
11	48,025
12	49,425
13	50,825
14	52,225

### 2018-2019

Everyone remains on 2017-2018 step

<u>Step</u>	<u>Salary</u>
1	36,925
2	38,025
3	39,225
4	40,425
5	41,625
6	42,825
7	44,025
8	45,325
9	46,625
10	48,025
11	49,425
12	50,825
13	52,225
14	53,325

### 2019-2020

Everyone remains on 2018-2019 step

<u>Step</u>	<u>Salary</u>
1	38,025
2	39,225
3	40,425
4	41,625
5	42,825
6	44,025
7	45,325
8	46,625
9	48,025
10	49,425
11	50,825
12	52,225
13	53,525
14	54,825

### 2020-2021

<u>Step</u>	<u>Salary</u>
1	38,825
2	40,025
3	41,225
4	42,425
5	43,625
6	44,825
7	46,125
8	47,425
9	48,825
10	50,225
11	51,625
12	53,025
13	54,325
14	55,625

### 2021-2022

<u>Step</u>	<u>Salary</u>
1	39,625
2	40,825
3	42,025
4	43,225
5	44,425
6	45,625
7	46,925
8	48,225
9	49,625
10	51,025
11	52,425
12	53,825
13	55,125
14	56,425

### CUSTODIANS STIPENDS

<u>Stipend</u>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
Maintenance	1,663	1,663	1,663	1,733	1,803
Supervisor Day	3,405	3,405	3,405	3,475	3,545
Supervisor Night	3,405	3,405	3,405	3,475	3,545
Head Grounds	2,982	2,982	2,982	3,052	3,122
Grounds	2039	2039	2039	2109	2179

	<b>2017- 2018</b>	<b>2018- 2019</b>	<b>2019- 2020</b>	<b>2020- 2021</b>	<b>2021- 2022</b>
Night Differential	730	750	775	800	825

## PARAPROFESSIONAL GUIDES

### 2017-2018

Everyone remains  
on 2016-2017 step

<u>Step</u>	<u>Salary</u>
1	18,725
2	19,000
3	19,275
4	19,550
5	19,825
6	20,100
7	20,375
8	20,650
9	20,925
10	21,200
11	21,475
12	21,750
13	22,025
14	22,300
15	22,575
16	22,850

### 2018-2019

<u>Step</u>	<u>Salary</u>
1	19,005
2	19,280
3	19,555
4	19,830
5	20,105
6	20,380
7	20,655
8	20,930
9	21,205
10	21,480
11	21,755
12	22,030
13	22,305
14	22,580
15	22,855
16	23,130

### 2019-2020

<u>Step</u>	<u>Salary</u>
1	19,360
2	19,635
3	19,910
4	20,185
5	20,460
6	20,735
7	21,010
8	21,285
9	21,560
10	21,835
11	22,110
12	22,385
13	22,660
14	22,935
15	23,210
16	23,485

### 2020-2021

<u>Step</u>	<u>Salary</u>
1	19,690
2	19,965
3	20,240
4	20,515
5	20,790
6	21,065
7	21,340
8	21,615
9	21,890
10	22,165
11	22,440
12	22,715
13	22,990
14	23,265
15	23,540
16	23,815

### 2021-2022

<u>Step</u>	<u>Salary</u>
1	20,115
2	20,390
3	20,665
4	20,940
5	21,215
6	21,490
7	21,765
8	22,040
9	22,315
10	22,590
11	22,865
12	23,140
13	23,415
14	23,690
15	23,965
16	24,240

**PARAPROFESSIONAL STIPENDS**  
**(Based on \$1/hr. for providing hygiene services)**

	<b>2017- 2018</b>	<b>2018- 2019</b>	<b>2019- 2020</b>	<b>2020- 2021</b>	<b>2021- 2022</b>
Hygiene Stipend	1,355	1,390	1,425	1,465	1,505

## CLERK TYPISTS GUIDES

### 2017-2018

Everyone remains on 2016-2017 step

<u>Step</u>	<u>Salary</u>
1	25,525
2	25,625
3	26,175
4	26,964
5	27,764
6	28,464
7	29,164
8	29,864
9	30,564
10	31,264
11	31,964
12	32,664
13	33,364
14	34,064
15	34,764
16	35,464
17	36,164

### 2018-2019

Everyone remains on 2017-2018 step

<u>Step</u>	<u>Salary</u>
1	25,705
2	26,455
3	27,205
4	27,955
5	28,705
6	29,455
7	30,205
8	30,955
9	31,705
10	32,455
11	33,205
12	33,955
13	34,705
14	35,455
15	36,205
16	36,955

### 2019-2020

<u>Step</u>	<u>Salary</u>
1	25,880
2	26,630
3	27,380
4	28,130
5	28,880
6	29,630
7	30,380
8	31,130
9	31,880
10	32,630
11	33,380
12	34,130
13	34,880
14	35,630
15	36,380
16	37,130

### 2020-2021

<u>Step</u>	<u>Salary</u>
1	25,990
2	26,740
3	27,490
4	28,240
5	28,990
6	29,740
7	30,490
8	31,240
9	31,990
10	32,740
11	33,490
12	34,240
13	34,990
14	35,740
15	36,490
16	37,240

### 2021-2022

<u>Step</u>	<u>Salary</u>
1	26,100
2	26,850
3	27,600
4	28,350
5	29,100
6	29,850
7	30,600
8	31,350
9	32,100
10	32,850
11	33,600
12	34,350
13	35,100
14	35,850
15	36,600
16	37,350

**AQUATICS GUIDE**

<b>Step</b>	<b>2017-18</b>	<b>2018-18</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
1	47191	48418	49725	51068	52447
2	47878	49123	50449	51811	53210
3	48565	49827	51173	52554	53973

### COACHING CATEGORIES

- CATEGORY 1** FOOTBALL, BASKETBALL (BOYS/GIRLS), WRESTLING  
SWIMMING (COMBINED BOYS/GIRLS), WEIGHT TRAINING (FULL YEAR)
- CATEGORY 2** BASEBALL, FIELD HOCKEY, BOYS SOCCER, GIRLS SOCCER, SOFTBALL, BOYS TRACK,  
GIRLS TRACK, CROSS COUNTRY (COMBINED BOYS/GIRLS)
- CATEGORY 3** SKIING, GOLF, TENNIS, CHEERLEADING (FALL AND WINTER)

### JUNIOR HIGH CATEGORIES

- #1:** BASKETBALL, SWIMMING, TRACK (FORMERLY CATEGORY "B")
- #2:** CROSS COUNTRY, FIELD HOCKEY, SOCCER (FORMERLY CATEGORY "A")

FRESHMAN ATHLETIC TEAMS WILL BE BROUGHT BACK TO A FULL STIPEND (100%). IF STUDENT PARTICIPATION DOES NOT WARRANT A FRESHMAN TEAM, FRESHMAN COACH MAY BECOME VARSITY ASSISTANT AT .50 (50%) OF STIPEND FOR NO MORE THAN TWO (2) CONSECUTIVE YEARS. AFTER TWO (2) CONSECUTIVE YEARS, THE POSITION CONVERTS BACK TO A NON-PAID POSITION. ANY TEAM WHO HAS NOT HAD A FRESHMAN TEAM IN THE PAST FOUR (4) YEARS WILL NOT BE PROVIDED WITH A VARSITY ASSISTANT.

1. ANY COACH WHO IS SELECTED AS HEAD COACH IN THE SAME SPORT HE/SHE HAS COACHED WILL BE GIVEN ONE (1) YEAR CREDIT ON THE HEAD COACH SALARY GUIDE FOR EVERY TWO (2) YEARS OF EXPERIENCE AS 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE OR ASSISTANT COACH IN THAT SPORT WITHIN THE DISTRICT.
2. ANY NEW HEAD COACH TO THE DISTRICT WHO IS SELECTED AS HEAD COACH WILL BE GRANTED ONE (1) YEAR CREDIT ON THE HEAD COACH SALARY GUIDE FOR EVERY YEAR OF EXPERIENCE AS AN OUTSIDE-OF-DISTRICT HIGH SCHOOL OR COLLEGE LEVEL HEAD COACH IN THE SAME SPORT.
3. ANY NEW HEAD COACH OR NEW ASSISTANT COACH TO THE KITTATINNY DISTRICT WILL BE GRANTED ONE (1) YEAR CREDIT ON THE SALARY GUIDE FOR EVERY YEAR'S EXPERIENCE IN THE SAME SPORT AT THE SAME LEVEL FOR OUTSIDE-OF-THE DISTRICT EXPERIENCE.

## COACHES GUIDE

### 2017-2018

Everyone remains on 2016-2017

	Step 1	Step 2	Step 3
1 Head	8380	8456	8550
1 Assist	5836	5895	5985
2 Head	7083	7154	7263
2 Asst	4958	5008	5084
3 Head	5332	5386	5468
3 Assist	3732	3770	3827
JRHI A	3835	3874	3933
JRHI B	3502	3537	3591

### 2018-2019

	Step 1	Step 2	Step 3
1 Head	8380	8456	8550
1 Assist	5836	5895	5985
2 Head	7083	7154	7263
2 Asst	4958	5008	5084
3 Head	5332	5386	5468
3 Assist	3732	3770	3827
JRHI A	3835	3874	3933
JRHI B	3502	3537	3591

### 2019-2020

	Step 1	Step 2	Step 3
1 Head	8380	8456	8550
1 Assist	5836	5895	5985
2 Head	7083	7154	7263
2 Asst	4958	5008	5084
3 Head	5332	5386	5468
3 Assist	3732	3770	3827
JRHI A	3835	3874	3933
JRHI B	3502	3537	3591

### 2020-2021

	Step 1	Step 2	Step 3
1 Head	8455	8531	8625
1 Assist	5911	5970	6060
2 Head	7158	7229	7338
2 Asst	5033	5083	5159
3 Head	5407	5461	5543
3 Assist	3807	3845	3902
JRHI A	3910	3949	4008
JRHI B	3577	3612	3666

### 2021-2022

	Step 1	Step 2	Step 3
1 Head	8530	8606	8700
1 Assist	5986	6045	6135
2 Head	7233	7304	7413
2 Asst	5108	5158	5234
3 Head	5482	5536	5618
3 Assist	3882	3920	3977
JRHI A	3985	4024	4083
JRHI B	3652	3687	3741



## EXTRA-CURRICULAR GUIDES

<b>Position</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
HS Musical Director	7800	7800	7800	7870	7945
Marching Band Director	7800	7800	7800	7870	7945
Yearbook	6550	6550	6550	6620	6695
High School Student Council	5150	5150	5150	5220	5295
High School Newspaper	5150	5150	5150	5220	5295
HS Musical Choreographer	5150	5150	5150	5220	5295
Director of Fall Play	5150	5150	5150	5220	5295
Jr. High Musical - Director	5150	5150	5150	5220	5295
HS Musical - Music Director	5150	5150	5150	5220	5295
Stage Director (Yr. Round)	5150	5150	5150	5220	5295
Marching Band - Asst. Director	5150	5150	5150	5220	5295
HS Band Director	4150	4150	4150	4220	4295
HS Choral Director	4150	4150	4150	4220	4295
Jr. High Student Council	4150	4150	4150	4220	4295
Band Director Junior High	3470	3470	3470	3540	3615
Choral Director Jr. High	3470	3470	3470	3540	3615
HS Musical Orchestra Director	3470	3470	3470	3540	3615
Marching Band - Percussion Instructor	3470	3470	3470	3540	3615
Marching Band - Color Guard Instructor	3470	3470	3470	3540	3615
Junior High Musical - Music Director	3470	3470	3470	3540	3615
Sr. Class Advisor (1)	3470	3470	3470	3540	3615
Sr. Class Advisor (2)	3470	3470	3470	3540	3615
HS Musical - Tech Director	3470	3470	3470	3540	3615
Interact	1895	1895	1895	1965	2865
Jr. Class Advisor (1)	2720	2720	2720	2790	2865
Jr. Class Advisor (2)	2720	2720	2720	2790	2865
Madrigals	2720	2720	2720	2790	2865
Peer Leadership (1)	2720	2720	2720	2790	2865
Peer Leadership (2)	2720	2720	2720	2790	2865
School Store	2720	2720	2720	2790	2865
Jr. High Musical - Orchestra Director	2375	2375	2375	2445	2520
<i>Robotics (Head)</i>	2375	2375	2375	2445	2520
Jr. High Newspaper	2375	2375	2375	2445	2520
FBLA Advisor	2375	2375	2375	2445	2520
HS Academic Bowl	2375	2375	2375	2445	2520
Jazz Band Director	2375	2375	2375	2445	2520
Mock Trial Advisor	2375	2375	2375	2445	2520
Jr. High Musical - Tech Director	2375	2375	2375	2445	2520
National Honor Society	2375	2375	2375	2445	2520
TSA Advisor	2375	2375	2375	2445	2520
Sophomore Class Advisor	2375	2375	2375	2445	2520

<b>Position</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Fall Play - Tech Director	1895	1895	1895	1965	2040
Jr. High Musical - Choreographer	1895	1895	1895	1965	2040
HS Musical - Business Manager	1895	1895	1895	1965	2040
Freshman Class Advisor	1895	1895	1895	1965	2040
HS Musical - Costumes	1895	1895	1895	1965	2040
Debate Coach 1	1460	1460	1460	1530	1605
Debate Coach 2	1460	1460	1460	1530	1605
<i>Robotics (Assistant)</i>	1460	1460	1460	1530	1605
Environmental Club	1460	1460	1460	1530	1605
Envirothon Team	1460	1460	1460	1530	1605
Fall Play - Costumes	1460	1460	1460	1530	1605
Math League	1460	1460	1460	1530	1605
Mock Trial Assistant	1460	1460	1460	1530	1605
Science League Coach (1)	1460	1460	1460	1530	1605
Science League Coach (2)	1460	1460	1460	1530	1605
Fall Play - Business Manager	1460	1460	1460	1530	1605
Academic Bowl Jr. High	1125	1125	1125	1195	1270
Jr. High Musical - Business Manager	1125	1125	1125	1195	1270
Book Club	1125	1125	1125	1195	1270
High School Solar Sprint	1125	1125	1125	1195	1270
Jr. High Solar Spring	1125	1125	1125	1195	1270
Jr. High Mock Trial	1125	1125	1125	1195	1270
K3D Director	1125	1125	1125	1195	1270
Ski Club (1)	1125	1125	1125	1195	1270
Ski Club (2)	1125	1125	1125	1195	1270
Right to Know	1080	1080	1080	1150	1225
Printing	4440	4440	4440	4510	4585
Black Seal (split among 9 positions)	7950	7950	7950	8020	8095