

Successor Agreement

Florence Township Board of Education
&
Florence Township Education Association

July 1, 2023 to June 30, 2026

TABLE OF CONTENTS

	Title Page	1
	Table of Contents	2
	Preamble	4
Article I	Recognition	4
Article II	Negotiation Procedure	8
Article III	Grievance Procedure	9
Article IV	Unit Member Rights	11
Article V	Association Rights/Privileges	14
Article VI	Certificated /Non-Certificated School Calendar	15
Article VII	Teaching Hours/Teaching Load/Hours of Work	16
Article VIII	Class Size	21
Article IX	Staffing	21
Article X	Certificated Unit Member Employment	21
Article XI	Salaries	22
Article XII	Additional Compensation/Costs Incurred	23
Article XIII	Certificated /Non-Certificated Unit Member Assignments	24
Article XIV	Voluntary Transfers/Reassignments	25
Article XV	Involuntary Transfers/Reassignments	26
Article XVI	Promotions	26
Article XVII	Selection Procedure for Advisors/Coaches	27
Article XVIII	Additional Teaching Programs	28
Article XIX	Unit Member Evaluation	29
Article XX	Unit Member - Facilities	30
Article XXI	Unit Member - Administration Liaison	30
Article XXII	Sick Leave	31
Article XXIII	Vacation Leave	35
Article XXIV	Personal Business/Bereavement Leave	37
Article XXV	Board Authorized Discretionary Leave	38
Article XXVI	Certificated Substitutes	39
Article XXVII	Sabbatical Leave	39
Article XXVIII	Professional Development/Educational Improvement	40
Article XXIX	Protection of Unit Members	42

Article XXX	Student Control/Discipline	42
Article XXXI	Insurance Protection	43
Article XXXII	Association Payroll Dues/Representation Fee	45
Article XXXIII	Seniority/Job Description	46
Article XXXIV	Miscellaneous Provisions	47
Article XXXV	Duration of Agreement	47
Schedule A1-A3	Certificated Unit Member Salary Guide	48
Schedule B1-B6	Extra-Curricular Activities Stipend Guide	50
Schedule C1-C16	Non-Certificated Unit Member Salary Guide	53
Schedule D1-D22	Coaching Salary Guide	60
Schedule E	Extra-Curricular Activities Pro-Rate Compensation	72
Schedule F1-F3	Longevity Schedule	72
Schedule G1	Non-Certificated Unit Member Stipend/Rate Schedule	74
Schedule G2	Bus Driver Perfect Attendance	74
Schedule H	Certificated Unit Member Schedule - Additional Compensation	74
Schedule I	Accumulated Sick Leave Retirement Maximum	75
Schedule J	Accumulated Sick Leave Retirement Payout	75
Schedule K	Accumulated Sick Leave Retirement Notice Date	75
Schedule L	Salary and Wage Increases Chart	76
Schedule M	Dental Payroll Deduction Maximum	76
Schedule N	Tuition Reimbursement Pool Maximum	76
	Ratification	77

High School Choreography Advisor for Musical - Extra Curricular Activity
High School Concert Band Director - Extra Curricular Activity
High School Makeup/Costume Advisor for Drama - Extra Curricular Activity
High School Makeup/Costume Advisor for Musical - Extra Curricular Activity
High School Creative Writing Club Advisor - Extra Curricular Activity
High School Drama Coach for Musical - Extra Curricular Activity
High School Environmental Club Advisor - Extra Curricular Activity
High School Fall Play Director - Extra Curricular Activity
High School Future Business Leaders/National Business Honor Society Advisor -
Extra-Curricular Activity
High School Future Teachers Advisor - Extra Curricular Activity
High School Instrumental Music Coach for Musical - Extra Curricular Activity
High School Instrumental Music Director - Extra Curricular Activity
High School Jazz Band Director - Extra Curricular Activity
High School Marching/Pep Band Assistant Director - Extra Curricular Activity
High School Marching/Pep Band Director - Extra Curricular Activity
High School Marching/Pep Band Front Line Advisor - Extra Curricular Activity
High School Mathematics Club Advisor - Extra Curricular Activity
High School Music Association Advisor - Extra Curricular Activity
High School National Honor Society Advisor - Extra Curricular Activity
High School Newspaper Advisor - Extra Curricular Activity
High School Peer Coaching Advisor - Extra Curricular Activity
High School Program Advisor for Drama - Extra Curricular Activity
High School Program Advisor for Musical - Extra Curricular Activity
High School Renaissance Club Advisor - Extra Curricular Activity
High School Science Club Advisor - Extra Curricular Activity
High School Sound/Lighting Advisor for Drama - Extra Curricular Activity
High School Sound/Lighting Advisor for Musical - Extra Curricular Activity
High School Spanish Club Advisor - Extra Curricular Activity
High School Stage Craft Advisor for Drama - Extra Curricular Activity
High School Stage Craft Advisor for Musical - Extra Curricular Activity
High School Stage Design Advisor for Drama - Extra Curricular Activity
High School Stage Design Advisor for Musical - Extra Curricular Activity
High School Strength and Conditioning Advisor - Fall - Extra Curricular Activity
High School Strength and Conditioning Advisor - Winter - Extra Curricular Activity
High School Strength and Conditioning Advisor - Spring - Extra Curricular Activity
High School Strength and Conditioning Advisor - Summer - Extra Curricular Activity
High School Student Council Advisor - Extra Curricular Activity
High School TV & Film Club Advisor - Extra Curricular Activity
High School Vocal Music Coach for Musical - Extra Curricular Activity
High School Yearbook Advisor - Extra Curricular Activity
High/Middle School Department Liaison - Extra Curricular Activity
Homeless Liaison Assistant
Inclusion Coordinator
Instructional Assistant

Instructional Assistant - Medical
Integrated Pest Management Coordinator
Intramural Coach
In-School Suspension Monitor
IT Technician
Learning Disability Teacher-Consultant
Literary Magazine Advisor - Extra Curricular Activity
Maintenance Worker - Operations/Maintenance
Medicaid Speech Advisor
Middle School Concert Band Director - Extra Curricular Activity
Middle School Coach - Interscholastic Sports
Middle School Play Director - Extra Curricular Activity
Middle School Assistant Play Director - Extra Curricular Activity
Middle School Newspaper Advisor - Extra Curricular Activity
Middle School Show Choir Director - Extra Curricular Activity
Middle School Yearbook Advisor - Extra Curricular Activity
Operations and Maintenance Chief
Parking Lot Monitor
Payroll Clerk
Pre-Game/Practice Supervision Program (PGPSP) Monitor
School Custodian - Operations/Maintenance
School Guidance Counselor
School Librarian/Media Specialist
School Nurse
School Psychologist
Secondary Cafeteria Monitor
School Social Worker
Substance Abuse Coordinator
Ticket Sellers (Varsity) - Extra Curricular Activity
Ticket Sellers (Junior Varsity) - Extra Curricular Activity
Ticket Sellers (Middle School) - Extra Curricular Activity
Timekeeper (Varsity) - Extra Curricular Activity
Timekeeper (Junior Varsity) - Extra Curricular Activity
Timekeeper (Middle School) - Extra Curricular Activity
Transportation Aide
Utility Worker - Operations/Maintenance

The following are excluded:

Assistant Security Supervisor
Assistant Transportation Supervisor
Assistant Principal
Business Administrator/Secretary to the Board
Director of Special Services
Director of Student Services

Director of Child Study Team
Security Supervisor
District Computer Coordinator
Principal
Substitute Teachers
Superintendent of Schools
Educational Facilities Manager
Director/Supervisor of Curriculum
Transportation Supervisor

ARTICLE II

NEGOTIATION PROCEDURE

Section A The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Law 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of unit members employment. Any agreement so negotiated shall apply to all unit members, be reduced in writing, and be signed by the Board and the Association.

Section B During negotiations, one (1) spokesman at a time for the Board and one (1) for the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board shall make available, upon written request, to the Association for inspection all pertinent records, data, and information that is a matter of public record of the Florence Township School District (hereinafter the "District"). All copies of requested records, data, and information shall be at no cost to the Association.

Section C

1. Representatives of the Board and the Association negotiating committees shall meet as needed for the purpose of reviewing the administration of this Agreement, and to resolve the problems that may arise. The meetings are not intended to bypass the grievance procedure.

a. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

b. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the unit members involved are free from assigned instructional responsibilities unless otherwise agreed.

2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and shall be signed by the Board and the Association.

Section D Except as this Agreement shall hereinafter otherwise provide all terms and conditions of employment applicable on the effective date of this Agreement as established by the rules, regulations and/or policies of the Board in force on said date shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained hereto shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any unit member benefit existing prior to its effective date.

Section E The Board agrees not to negotiate concerning unit members, as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.

Section F This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. 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 nor whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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

Section H Copies of this Agreement shall be duplicated by the parties, at the expense of each, and distribution made by each party to its membership.

ARTICLE III GRIEVANCE PROCEDURE

Section A Definitions

1. "Grievance" is a claim affecting a unit member, a group of unit members, or the Association based upon the application, interpretation, or violation of this Agreement, policies or administrative decisions. However, the non-renewal of the employment contract of a non-tenured unit member shall be not subject to this grievance procedure, including the arbitration provisions hereafter. Should the obligation to include the above procedure be reversed by court decision, said provision is null and void.

2. An "aggrieved person" is the person or persons or the Association instituting the claim.

3. A "party of interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the claim.

Section B Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise concerning the welfare or terms and conditions of employment of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Section C Procedure

1. 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 altered by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest the time limits set forth herein shall be reduced, by mutual agreement, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

3. Level # 1 - Principal/Supervisor

Within ten (10) calendar days a unit member may file a grievance, in writing with the Association, within ten (10) calendar days after receiving the grievance, and if it has merit, the Association shall file a formal grievance with the principal or the supervisor.

4. Level # 2 - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level # 1, or if no decision has been rendered within ten (10) calendar days after the grievance was delivered to the principal or supervisor, the Association may submit the grievance in writing to the Superintendent. This filing will take place within twenty (20) calendar days.

The Superintendent shall request a report on the grievance from the principal or supervisor and shall confer with the unit member and principal or supervisor separately.

The Superintendent shall attempt to resolve the matter as quickly as possible but within a period of time not to exceed ten (10) calendar days. The Superintendent shall communicate the decision in writing along with the supporting reasons to the unit member, the principal or supervisor and the Association.

5. Level # 3 - Personnel Committee of the Board

If not satisfactorily resolved at Level # 3, the grievance may be submitted to the Chairman of the Personnel Committee and the Secretary to the Board, for time line recording purposes, by the Association within twenty (20) calendar days after receipt of the Superintendent's response or after the response was due. The Personnel Committee of the Board will meet with the unit member and principal/supervisor within twenty-five (25) calendar days and make a determination within five (5) calendar days notifying in writing the unit member, Superintendent, principal, supervisor and Association of its decision.

6. Level # 4 - Arbitration

In the event a grievance has not been resolved at Level #3, either the Association or the Board may seek binding arbitration without the other's consent.

When binding arbitration is intended to be used in the remediation of a grievance, the following conditions must exist:

- a. The topics for arbitration will be limited only to the "express terms of the written Agreement".
- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add to nor subtract anything from the Agreement between the parties.
- c. Grievances that are related to Board policies and/or administrative decision and practices shall not be topics for arbitration.
- d. A written request for arbitration must be submitted to the Public Employment Relations Commission (hereinafter "PERC") and simultaneously served on the other party within thirty (30) calendar days after receipt of the Personnel Committee of the Board's response at Level #3 or after the Personnel Committee's response was due.
- e. The arbitrator's decision shall be in writing and submitted to the Board and the Association.
- f. All costs of the arbitrator, including per diem and travel, shall be borne equally by the parties. Any other expenses incurred shall be paid by the party incurring same.
- g. The list of arbitrators shall be procured from PERC.

Section D Rights of Unit Members to Representation

1. It is understood that any aggrieved person may be represented at all stages of the grievance procedure by a unit member, or at the unit member's option by a representative selected or approved by the Association, also at Level #1, if mutually agreeable. When a unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. However, the aggrieved person must be present at all times.

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

Section E Miscellaneous

1. If, in the judgment of the Association, a grievance affecting a group or class of unit members has merit, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level #2. The Association may process a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, previously, referred to in this Article.

4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of the unit member(s).

5. Any unit member who may have a grievance pending shall not have the right to refuse an administrative directive or a Board policy on grounds that the unit member has instituted a grievance. The unit member must continue under the direction of the Superintendent and administrators regardless of the pending grievance until such grievance is properly resolved.

ARTICLE IV UNIT MEMBER RIGHTS

Section A

1. Nothing contained herein shall be construed to deny or restrict to any unit member such rights as the unit member may have under all applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.

2. Any individual contract between the Board and individual unit members shall be consistent with the terms and conditions of this Agreement. If any individual contract contains language inconsistent with this Agreement, the Agreement shall be controlling.

Section B The Board shall have the right to discipline, discharge, reprimand, reduce in rank or change compensation. Board action should be taken only for just cause. However, this provision shall not apply to Board action to non-renewal of the contract of a non-tenured unit member. Any criticism of a

unit member by a supervisor or Board member shall be made in confidence and not in public.

Section C Whenever any unit member is required to appear before the Superintendent or his/her designee, Board or any committee concerning any matter which could adversely affect the continuation of the unit member's employment or the salary and 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 representative of the Association present to advise and/or represent the unit member.

Section D Certificated teaching unit members of record shall maintain the right and responsibility to determine grades within the grading policy of the District based upon the certificated teaching unit member of record's professional judgment of available criteria pertinent to any subject area activity for which the certificated teaching unit member of record is responsible. Each certificated teaching unit member of record shall submit criteria for grade determination in writing to the building principal no later than September 30th of each school year. A grade is considered submitted when it is submitted by the certificated teaching unit member of record and posted to the student records system. Grades are understood to be all submissions to the student records system including progress report grades. No grades shall be changed without a prior written "Notice of An Intent to Change a Grade" by the building principal/supervisor provided to the certificated teaching unit member of record. The "Notice of An Intent to Change a Grade" form shall be developed and distributed by the Superintendent. The written "Notice of Intent to Change a Grade" must contain a statement of reasons and justification for the change. The certificated teaching unit member of record shall sign for the receipt of the "Notice of Intent to Change a Grade". The certificated teaching unit member of record shall provide a written reply within three (3) working days of receipt of the "Notice of Intent to Change a Grade" from the building principal/ supervisor. The building principal shall arrange a consultation with the subject teacher certificated teaching unit member of record within two (2) working days of the receipt of the written reply from the certificated teaching unit member of record. The final determination for any grade change shall be made by the Superintendent who will take into consideration written recommendations, including the "Notice of An Intent to Change a Grade" form, made by the certificated teaching unit member and the principal/supervisor. A meeting between the certificated teaching unit member and the building principal/supervisor shall be held at the discretion of the Superintendent. The Superintendent's authorization for the change of a submitted grade shall be made in writing to the principal/supervisor with a copy to the certificated teaching unit member.

Section E All unit members will assist in situations of an emergency nature to ensure proper conduct within the schools and maintain the health and safety of the student body.

Section F Unit members may wear lapel pins or other similar type of identification as members of the Association.

Section G

1. All certificated unit members are required to attend the following evening conferences in each school year:

- a. One (1) back to school night

b. Two (2) afternoon/evening session parent conferences or one afternoon/evening session and one 9th Grade Orientation

c. Specialists who are shared between buildings are encouraged to attend the second back to school night. Specialists will be compensated at the back to school night rate of pay in accordance with Schedule H.

2. A teaching unit member will be excused from an evening parent conference or back to school night for reason of personal illness, provided as much advance notice as possible is given. The Board reserves the right to request a certificate of disability letter.

3. A certificated unit member may be excused from an evening parent conference or back to school night for reason of emergency. Approval of the Superintendent, principal or other designee must be sought as far in advance as possible. The principal or other designee, after consultation with the Superintendent, may require acceptable proof of the emergency.

4. In compensation for the requirement of attending one (1) back to school night and two (2) evening parent conferences/9th Grade Orientation, the parties will confer and agree, during calendar preparation in the preceding year, on three (3) additional single session days (with release of certificated unit members at the time of student dismissal) for the following year. Furthermore, the Superintendent agrees to schedule not more than one (1) faculty or professional meeting in the months containing any night activity where staff is required to come back.

5. Dates for back to school night and the evening parent conferences will be scheduled during calendar preparation time in the preceding year.

Section H The parties agree that there shall be no discrimination on the basis of race, creed, color, religion, national origin, sex, sexual orientation or marital status in:

1. Hiring, training, assignment, promotion, transfer or discipline
2. The application or administration of this Agreement

Section I The Board shall arrange for and maintain liability insurance to cover all damages incurred by a certificated unit member over and above the state mandated limits of ten thousand dollars (\$10,000)/twenty thousand dollars (\$20,000) for any act or omission arising out of the authorized use of a personal automobile in the performance of school duties. It is the certificated unit member's responsibility to maintain the above stated minimum insurance.

Section J Operations/maintenance unit members may leave on days of inclement weather when the snow removal has been completed subject to the approval of the supervisor.

Section K Operations/maintenance unit members are entitled to take one (1) fifteen (15) minute break in the course of their normal work day. Breaks can be taken only when emergency situations do not exist and as long as it does not interfere with job responsibilities. The single break will be taken on-site and cannot be combined with the lunch break.

Section L Operations/maintenance unit members are entitled to a forty five (45) minute lunch break which may be subject to unavoidable interruptions. The lunch break will be scheduled by the supervisor.

ARTICLE V

ASSOCIATION RIGHTS/PRIVILEGES

Section A The Board agrees to make available, in the Business Office, minutes of the regular and special meetings, a copy of the yearly audit, salary information for unit members and a copy of all policies of the Board. All the above listed materials must remain in the Business Office.

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

Section C The Association and its representatives shall have the privilege to use school buildings for meetings. The Association shall file, on the appropriate form, with the Business Office a request for facilities use so that no scheduling conflicts occur.

Section D The Association shall have the privilege to use the following school owned equipment: typewriters, copier machines, computers, calculating machines and other types of equipment at the discretion of the Superintendent. The Association shall pay for the reasonable cost of all materials incident to such use.

Section E The Association shall have, in each building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on the bulletin board shall be given to the building principal but no approval shall be required.

Section F With the prior permission of the Superintendent, the President of the Association, either the Vice-President or chief negotiator, or the Burlington County Education Association (hereinafter the "BCEA") representative may be granted leave to attend the Burlington County or State meetings for Association business not in excess of two (2) days. Each aforementioned delegate will be granted a personal- business day and one (1) "grace" day. (i.e. one day not charged to personal-business days). Leaves of this nature must be so stated on the Notification of Absence Form. Additional days may be added at the discretion of the Superintendent and they will be charged to personal-business days of the individual.

Section G The President of the Association shall receive one (1) duty-free, release time day, or the equivalent if not a classroom staff member, each month to conduct Association business. These days cannot be combined with a holiday, sick or personal day. The President of the Association shall ensure that the building principal or immediate supervisor has knowledge of the release period/time.

Section H The District shall provide all operations/maintenance and unit members with an up to date handbook and/or manual that includes the standard operating procedures of the respective department.

ARTICLE VI

CERTIFICATED /NONCERTIFICATED SCHOOL CALENDAR

Section A The establishment of a certificated and non-certificated school calendars shall be at the discretion of the Board and will be subject to such changes as may be necessitated by emergencies.

Section B The proposed certificated and non-certificated school calendars will be presented to the Association, at least twenty (20) calendar days prior to the public meeting where the calendar(s) is/are scheduled for adoption, for discussion and recommendation prior to adoption by the Board.

Section C Proposals for consideration of changes in the certificated and non-certificated school calendars will be forwarded by the Association to the Superintendent. The Superintendent shall discuss the Association's proposals for change with the Board prior to the adoption of the certificated and non-certificated school calendars.

Section D

1. A maximum of one hundred eighty (180) teaching days will constitute an academic year with the provision for:

- a. One (1) floating day, total of six (6) hours, in the summer. These hours may be completed over multiple days and no administration assignments will be given. This day is to be used to set up the classroom. A window of available dates will be given in advance by the Superintendent.
- b. One (1) day for Orientation. An Orientation schedule will be distributed by Administration which may include grade level and/or department meetings and/or items identified as a need by the building administration. Administration will consult with the Association at least two (2) days prior to distribution of the orientation schedule.
- c. Five (5) days for in-service for Certificated Staff. There shall be one (1) day of in-service for Non-Certificated Staff.
- d. Seven (7) non-school day hours to complete mandatory online professional development/trainings that are assigned by the Superintendent. Online professional development/trainings are not to exceed seven (7) hours. Bus drivers and transportation aides are excluded. Educational Secretaries will be assigned designated time periods during their work day that they may use to complete their online professional development/trainings.

Section E The compensation for an extended school year unit member employment contract shall be calculated by combining the ten (10) month base salary plus a per diem amount for each additional day worked during the extended school year. The per diem shall be calculated by dividing the ten (10) month base salary by a factor of two hundred (200) days. An extended school year unit member shall be paid on the twenty four (24) pay period cycle in equal payments.

Section F The compensation for teaching or having a 7th period duty will be base salary divided by the per period factor of one thousand eighty (1080) times forty (40) calendar weeks. The Association will be notified of each instance that this occurs. Unit members shall not be assigned to an eighth period.

Section G Drivers that transport students for multiple districts will follow the school calendar of the District that they primarily transport students for. If a driver transports students for other districts when their primary district is closed they will be paid trip rate.

ARTICLE VII TEACHING HOURS/TEACHING LOAD/WORK HOURS

Section A

1. All unit members shall indicate their presence for duty each day by indicating their time of arrival and departure in the office.

2. Hours of Work

The work assignment for members of the unit is as follows:

Athletic Trainer	Forty (40) hours within seven (7) days
Bus/Van Driver	(20) hours per week/per contracted run
Campus Monitor	Seven (7) hour/day
Certificated Staff	Seven (7) hours/day
Custodian	Eight (8) hours/day
Elementary Cafeteria Monitor	Two and one half (2.5) hours/day
Instructional Assistant	Seven (7) hours/day
Maintenance Personnel	Eight (8) hours/day
Secondary Cafeteria Monitor	Three (3) hours/day
Secretaries	Seven and one half (7.5) hours/day (Section N)
Sign Language Interpreter	Seven (7) hours/day
Transportation Aide	Four (4) hours/day or per route requirement
Utility Personnel	Eight (8) hours/day
Board Clerks	Eight (8) hours/day

3. No certificated and/or non-certificated unit member assigned to instruction will be required to report to work earlier than twenty (20) minutes prior to the opening of the student school day. Unit members shall be permitted to leave at the expiration of the workday as defined in paragraph A2.

4. The District supervisory administration personnel of the Board (hereinafter the "Administration") may request a certificated unit member remain after the student day as defined above for the purpose of meeting with a student or parent. The conference will begin at the close of the student school day.

Section B

1. The daily teaching load shall be no more than six (6) teaching periods. In grades six through twelve, teaching periods shall not exceed forty-five (45) minutes unless jointly agreed upon by the Association and Board. Assignments to a supervised study period, cafeteria or library shall be considered teaching periods. Each teacher shall be responsible for a daily home room period of ten (10) minutes maximum.

2. The planning period is a professional time provided for unit members to engage in activities related to their responsibilities, such as planning, conferring with pupils, administrators, or other staff members for the purpose of participating in meetings. Unit members are not to leave the building during the unassigned time without administrative approval.

3. Team Leaders and Department Liaisons will serve in the capacity of a liaison between the grade level teams/faculty and administration and will be compensated in accordance with Schedules B4 and B5.

4. Every certificated teaching unit member shall submit lesson plans on the dates or days established by the building principal. Lesson plan format will be devised by the Superintendent after consultation with the Association. No revisions will be made without prior consultation and sharing ideas in writing with the Association.

5. The Administration will make a reasonable effort to develop neither a program of studies that will not require certificated teaching unit members in grades six through twelve to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations.

6. The Administration will make a reasonable effort to develop a schedule in grades six through twelve that will be arranged in such a way that certificated teaching unit members shall not be required to teach continuously for more than three (3) periods nor two (2) where double periods are used. If the certificated teaching unit member's schedule does not conform to the aforementioned schedule, the certificated teaching unit member may request an adjustment which will be made if reasonably possible. Elementary certificated teaching unit members (pre-k through fifth grade) may meet with or give written input concerning schedules to principals by July 15th.

Section C

1. Unit members shall have a daily duty-free lunch period that is at least equal to the period of time allowed the students.

2. Unit members may leave the building without requesting permission during their scheduled duty-free lunch period. It will be the unit member's responsibility to indicate departure and return.

Section D

1. Unit members may be required to remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other professional meetings, a maximum of two (2) days each month, scheduled on the same day each month for each building. Such meetings shall begin as soon as possible after the student dismissal time and shall run no more than forty-five (45) minutes. In the event of a pending evaluation by the New Jersey State Department of Education (hereinafter the "NJDOE") or the equivalent the above limitations will have to be waived.

2. An Association representative may speak to the unit members at any meeting for fifteen (15) minutes on the prior request of the Association. This shall be in addition to and at the end of the forty-five (45) minute faculty meeting.

3. The notice of faculty meetings and the agenda shall be given to the unit members involved one (1) day prior to the meeting except in emergencies when notice shall be given as soon as practical. Unit members shall have the right to suggest items for the agenda and there will be provision in each meeting for the introduction of new business.

4. Prior permission for absence from the meeting must be obtained from the principal, and arrangements shall be made by the unit member to review the pertinent portions of the meeting.

Section E Unit members shall have a minimum of one (1) preparation period per day during which time unit members shall not be assigned to any other duties.

Section F The Association shall be notified in each instance where an emergency necessitates an exception to paragraph E.

Section G The right to increase or decrease the work schedule shall remain a unilateral prerogative of the Board. Work hours will not be changed without prior consultation with the Association.

Section H All non-certificated unit members shall serve an initial ninety (90) days probationary period which shall be counted toward tenure status after three (3) consecutive years of service together with the Board's tenure appointment at the beginning of the next succeeding year.

Section I Work Week/Overtime Compensation

1. An operations/maintenance unit member work week consists of an eight (8) hour working day from Monday through Friday totaling a work week of forty (40) hours. For operations/maintenance unit members hired after July 1, 1993, the work week will consist of an eight (8) hour working day and their scheduled work week may include Saturday or Sunday, but not both, totaling a work week of forty (40) hours. Days off must be two (2) consecutive days. If a scheduled holiday falls on a day an operations/maintenance unit member is not scheduled to work, the operations/maintenance unit member will be granted the next scheduled work day off.

2. Hours worked in excess of forty (40) hours/week will be paid at the rate of one and one half (1.5) times their regular hourly rate of pay. When a bus/van driver transports a field trip payment shall be made in accordance with Schedule G.

3. A work week for overtime purposes would include holidays, sick leave days, personal leave, bereavement leave and time off for jury duty.

4. Unit members, hired before July 1, 1992, working on Saturday, and will be paid at the rate of one and one half (1.5) times their regular hourly rate of pay and all unit members working on Sunday will be paid at the rate of two (2) times their regular hourly rate of pay with the exception of bus/van drivers who will be paid their trip rate.

5. All support staff non-certificated unit members working on a holiday will receive two (2) times their regular pay.

6. The regular rate will be paid for any contractual run.

7. The trip rate - will be paid for a single run that is not part of the regular scheduled

contracted runs (i.e. : extracurricular events, athletic events, field trips).

8. All in-service programs will be compensated at a minimum of two (2) hours per workshop at the trip rate.

Section J A unit member called back to work at a time not contiguous to the regular work schedule shall receive a minimum of two (2) hours compensation. The Board shall have the right to require the unit member to work the full two (2) hours.

Section K The Board has the right to schedule overtime work. In a school, scheduled overtime work shall be divided as equally as practical in a continuous cycle beginning with the appropriately licensed unit member with the highest seniority. Should there be no volunteers; qualified unit members will be scheduled to work mandatory overtime in a continuous in-school cycle by least seniority.

Section L All instructional assistants will be required to work only when students are present in school, with the following one (1) exception. The Superintendent shall require one (1) in-service day including time for IEP Review, NOT to exceed 7 hours, with compensation at their hourly rate. When an instructional assistant chaperones after normal school hours, compensation will be in accordance Schedule H.

Section M When the Administration so indicates, elementary and secondary cafeteria monitors will not be required to take classes outdoors due to temperature conditions.

Section N Hours of Work/Secretarial and Board Clerical Unit Members

1. The work days shall consist of seven and one-half (7 ½) hours including an uninterrupted lunch of one (1) hour.

2. Educational Secretarial and Board Clerical Unit Member Overtime

Overtime is defined to mean any time spent at one's regular or assigned duties either before or after the regular work hours or on days other than those in the regular work week. Overtime work will not be compulsory and must be authorized in writing by the immediate supervisor and approved by the Superintendent prior to its inception. In the event of an emergency situation, a secretarial and Board clerical unit member may be required to work a reasonable amount of overtime. In this instance the necessity for the Superintendent's approval will be precluded. Overtime compensation will be paid at the rate of one and a half times (1 ½) the hourly rate not to exceed four (4) hours per event.

3. Educational Secretarial and Board Clerical Unit Member Summer Work Hours

a. The days following the day that the certificated teaching unit members have completed their responsibilities and have signed out in June until the Monday of the week before the certificated teaching unit members return to school in September shall constitute summer work hours.

b. Summer work hours shall be as follows and include a half-hour unpaid lunch

break:

Monday	8:00 a.m. to 3:30 p.m.
Tuesday	8:00 a.m. to 3:30 p.m.
Wednesday	8:00 a.m. to 3:30 p.m.
Thursday	8:00 a.m. to 3:00 p.m.

4. Educational Secretarial and Board Clerical Unit Member Office Coverage
Lunch and break schedules will be staggered so that offices are covered at all times.

Section O Holidays

1. Any unit member working on a holiday shall receive two (2) times their regular rate of pay. A holiday is defined as the following days:

New Year's Eve Day
New Year's Day*
Martin Luther King Day
President's Day
Good Friday
Easter Monday
Labor Day*
Columbus Day
Day Before Thanksgiving (Half-Day)
Thanksgiving Day
Day After Thanksgiving Day*
Day Before Winter Break (Half-Day)
Christmas Eve Day
Christmas Day*
Day After Christmas Day
Memorial Day*
Independence Day

2. Holidays for the Athletic Trainer also includes Saturday after Thanksgiving Day and (1) one floating holiday

3. In the event Easter Monday is used as a make-up snow day, the non-certificated unit member shall receive a compensatory day.

4. Transportation trip rate payment for weekend and holiday runs shall be made in accordance with Schedule G.

Section P Practice hours for athletics will be held within an eight (8) hour, consecutive work day for the Athletic Trainer. The Athletic Trainer will work a required minimum of forty (40) hours within a seven (7) day work week.

Section Q In any situation where there are an insufficient number of bus/van drivers to cover a trip, substitute bus/van drivers will be utilized. If all substitute bus/van drivers are utilized, then the Transportation Supervisor and/or Assistant Transportation Supervisor will cover said routes

Section R All bus/van drivers and transportation aides must begin and end their runs at the Transportation Center. This begins their contractual time. Their contractual time will end when both the transportation aide and bus/van driver have made final inspection of the bus. Bus/van drivers will be required to arrive at the Transportation Center fifteen (15) minutes prior to each run for inspections and

gas. This will constitute part of their daily route, as will end of the run inspections.

Section S If a bus/van driver or transportation aide is unable to make their summer run, it is the Transportation Supervisor's responsibility to find coverage.

Section T If a posted run (during the school year or over the summer) has been cancelled; bus/van drivers shall be compensated for a cancelled run if notification of the cancellation has not been provided to the bus/van driver prior to the bus/van driver's scheduled clock-in time. The bus/van driver shall receive straight time for the route duration (two (2) hours) and may be asked to perform other duties the route time period. This shall apply when the bus/van driver is on a voucher compensation basis and not under an annual contract.

Section U In all eligibility-based matters where a student is denied privileges like graduation, class trips, moving up ceremonies, social activities (junior/senior prom and homecoming dance), co-curricular activities and interscholastic and intramural sports and any after-hours activities it shall be the responsibility of the school principal or their supervisory- level designee to notify the student and parent/guardian.

Section V Transportation workers will submit a voucher for payment for any work directed by their supervisor over and above 20 hours per week.

ARTICLE VIII CLASS SIZE

Class size remains a subject of concern to the Board in the interest of maintaining quality education. Class size is not subject to the grievance procedure.

ARTICLE IX STAFFING

The Administration will continue a review of all assignments and equalization of the teaching load.

ARTICLE X CERTIFICATED UNIT MEMBER EMPLOYMENT

Section A

1. Certificated unit members who are new to the District shall be employed at their degree position on the appropriate step of the salary guide. The salary guide shall contain a chart which reflects initial placement in a manner consistent with that utilized for presently employed certificated unit members. Upon initial employment, credit may be given for prior teaching experience in a duly accredited school.

2. Additional credit not to exceed four (4) years shall be given for military experience.

3. Certificated unit members employed on a part-time basis shall be entitled to step movement on the salary schedule upon the completion of the equivalent of a year of full time service.

Section B Certificated unit members shall be notified of their contract and salary status for the ensuing year no later than April 30th. If no agreement has been reached, salary status will be provided

upon ratification of the Agreement.

Section C The Board shall give to each non-tenured certificated unit member continuously employed since the preceding September 30th either:

1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreed between the Board and the Association.

Or

2. A written notice no later than April 30th such employment shall not be offered.

ARTICLE XI SALARIES

Section A The salaries of all certificated unit members covered by this Agreement will be set forth in Schedule A1 - A3 and the salaries of all non-certificated unit members covered by this Agreement will be set forth in Schedule C1-C16.

Section B Pay Periods

1. Unit members shall be paid on the fifteenth (15th) and thirtieth (30th) of each month. If either of these days falls on a Saturday, Sunday or Monday holiday, payment will be made on the preceding Friday.

2. All paychecks shall be done through direct deposit.

Section C Activities listed in Schedule B2 will be compensated by a separate check for each activity upon completion of each activity, provided that all obligations have been fulfilled and proper notification has been given to the Business Office by the appropriate administrator. Year-long activities listed in Schedule B1 shall be compensated by two (2) separate checks; one (1) issued in December and one (1) in June as part of the regular pay or the option to have the money equally distributed with every pay period. Casual pay shall be taxed at the rate applied to contracted salary for each unit member.

Section D Activities listed in Schedule D1 - D22 will be compensated by two (2) separate checks halfway through the season and upon completion of the season, provided that all obligations have been fulfilled and proper notification has been given to the Business Office by the appropriate administrator. Casual pay shall be taxed at the rate applied to contracted salary for each unit member.

Section E

1. A ten (10) month unit member must have at least five (5) months of service to be considered for advancement to the following year's salary schedule. Those with less than five (5) months will remain at the same step for the following year.

2. A twelve (12) month unit member must have at least six (6) months of service to be

considered for advancement to the following year's salary schedule. Those with less than six (6) months will remain at the same step for the following year.

Section F When moving from one (1) job category to another, the unit member will be placed on the next step above the unit member's old compensation level on the new salary guide.

Section G Annual salary increases shall be in addition to longevity pay for eligible unit members.

Section H All movements on the salary schedule for earned credits shall be approved by the Board. The salary adjustment for the movements shall be approved at the regular monthly meetings in September, January, March and July provided that the unit member has submitted the official transcript by the 15th day of the month of the above stated monthly meetings. The salary increase shall be effective the first pay period following the Board meeting where said movement is approved.

Section I The Athletic Trainer will be paid one hundred and ten percent (110%) on the appropriate step of the certificated staff scale.

Section J Salary and wage increases for this Agreement are listed in Schedule L. All increases are inclusive of increment.

ARTICLE XII ADDITIONAL COMPENSATION/COSTS INCURRED

Section A Unit members shall not use personal vehicles to drive students to activities which take place away from a school building.

Section B The unit members who are assigned to accompany classes on trips, such as bus/van drivers, will receive petty cash to pay for tolls. Non-certificated unit members will be reimbursed for all reasonable expenses (as mutually agreed upon) incurred on the trip. Non-certificated unit members who must pay an admission while accompanying classes on a trip will be given the same reimbursement as that of the certificated unit member who is also accompanying the class on the trip.

Section C Unit member participation in extra-curricular activities shall be compensated according to negotiated pay schedules.

Section D Unit members who participate in field trips which extend beyond the unit member's in-school workday, overnight or on weekends shall be voluntary. All overnight trips will be compensated in accordance with Schedule H.

Section E Any unit member, who is required to appear in court as a result of the performance of their duties as a unit member of the District, will be compensated at their regular hourly rate for each hour so spent.

Section F The Board agrees to pay for the cost of the Commercial Driver's License (hereinafter a "CDL" retest for each bus/van driver.

Section G Uniforms and Clothing Allowance

1. The Board agrees to provide all operations/maintenance unit members, including custodial staff, with four (4) blue short-sleeve shirts, three (3) yellow short-sleeve shirts, three (3) blue long sleeve shirts, three (3) yellow short-sleeve shirts, two (2) yellow hooded sweatshirt and two (2) blue sweatshirts and one (1) winter coat or one (1) insulated overalls. Winter coats or insulated coveralls lost or damaged not during working hours shall be replaced at the expense of the operations/maintenance. These unit members will also receive one hundred dollars (\$100) each July 1st for the purchase of jeans.

2. The Board agrees to pay a clothing allowance to all bus/van drivers and transportation aides in accordance with Schedule G. A shoe allowance will be paid to all operations/maintenance unit members in accordance with Schedule G.

3. A work-shoe shall have a safety tip and be approved by the Educational Facilities Manager. An operations/ maintenance unit member shall be required to report to work in the work shoes and said work shoes shall be maintained by the operations/maintenance unit member to ensure that each pair of work shoes are clean and in proper repair. The Educational Facilities Manager shall ensure that each operations/maintenance unit member reports to work with the work-shoe in the above specified condition.

Section H The Board will reimburse up to two (2) unit members that the Board designates, the cost of the course and test for a pesticide license upon successful completion of the course and passage of the test. Those two (2) unit members will then receive a seven hundred dollar (\$700) stipend yearly. The position shall be compensated in accordance with Schedule G.

Section I The Board will pay for the Athletic Training Association annual dues.

Section J The Board will reimburse each school district nurse for the New Jersey Board of Nursing RN license as a professional nurse every two (2) years, not to exceed one hundred twenty five dollars (\$125) per fee.

Section K The Board will pay the dues for the National and State professional organization for the Speech pathologists in the amount of \$170 every two years.

ARTICLE XIII CERTIFICATED /NON-CERTIFICATED UNIT MEMBER ASSIGNMENTS

Section A

1. Instructional assistants will be notified of their employment (job placement), starting date and starting time for the next school year by the end of the current school year.

2. All certificated unit members will be given written notices of their class, schedules or subject assignments, building assignments, and room assignments for the forthcoming year not later than July 31st.

3. In the event of any changes in such schedules, class or subject assignments after the opening day, the Association and the certificated unit member affected shall be notified promptly, and upon the request of the certificated unit member, the changes will be reviewed with the principal and the certificated unit member affected or, at his/her option, a representative of the Association.

Section B

1. Schedules of certificated unit members who are assigned to more than one (1) school shall be arranged so that no such certificated unit member shall be required to engage in an unreasonable amount of inter-school travel. Such certificated unit members will be notified of any changes in their schedules as soon as practical.

2. Certificated unit members who may be required to use their automobiles in the performance of their duties and certificated unit members who are assigned to more than one school per day shall be reimbursed, based on a standard mileage, at the State of New Jersey Office of Management and Budget rate per mile, the rate shall be distributed to unit members via email from the Business Office, for the use of the unit member's automobile. The payment voucher shall be submitted within sixty (60) days of the trip or the payment shall not be made.

3. The Board shall pay up to one thousand dollars (\$1,000) for the deductible amount that applies to the comprehensive or collision coverage of a vehicle being used by a unit member which is involved in a loss provided that (1) the use of the vehicle is approved by the Board for either transportation of students or travel between assignments, including attendance at workshops and training; (2) the vehicle has valid and collectible comprehensive or collision insurance for the loss; (3) the automobile is not leased, rented or owned wholly or in part by the Board; (4) the driver of the vehicle must be the unit member and the unit member must have a valid driver's license; (5) a police report is submitted with the request for deductible payment. This provision is subject to the coverage by the Board's approved insurance carrier. The Board shall not request removal of this coverage by the approved insurance carrier.

Section C

1. For bus drivers, yearly contracts must match Board approved runs. All contracts should be adjusted by September 15th unless an emergency occurs. If an emergency occurs, the contracts will be adjusted within fifteen (15) days.

2. All bus runs must be posted by August 15th and signed for by bus/van drivers and transportation aides by August 20th. A copy of the run shall be given to all bus/van drivers and transportation aides at the time of signing. All changes must be given a forty-eight (48) hour notice.

ARTICLE XIV VOLUNTARY TRANSFERS/REASSIGNMENTS

Section A

1. The Superintendent shall post in each building and by email a list of known vacancies as they occur during the school year with a closing date of not less than fourteen (14) calendar days unless agreed to by the Florence Township Education Association (hereinafter the "FTEA") President.

2. Unit members who desire a change in grade or subject assignment or who desire to transfer to another building may file a written request to that effect with the Superintendent not later than May 1st. The request will be in effect for one (1) year from the date it is submitted.

3. In the event a vacancy occurs that will be filled during the summer, the Superintendent shall inform all unit members by email. The unit member shall have fourteen (14) calendar days from the

postmark date to apply for each opening unless the Superintendent designates a greater period of time for applications.

4. All voluntary transfers and reassignments shall be approved by the Board upon the recommendation of the Superintendent.

ARTICLE XV INVOLUNTARY TRANSFERS/REASSIGNMENTS

Section A

1. Notice of an involuntary transfer or reassignment shall be given to the certificated unit member as soon as practical and, except in the case of an emergency, not later than June 1st.

2. For all other unit members notice of an involuntary transfer or reassignment shall be given as soon as practical, and except in cases of extreme emergency, with not less than a sixty (60) day notice.

Section B

Notice of an involuntary transfer or reassignment shall be made only after a meeting between the unit member involved and the principal at which time the unit member shall be notified of the reason therefore. In the event that a unit member objects to the transfer or reassignment at this meeting, upon the request of the unit member, the Superintendent shall meet the unit member. The unit member may, at the option of the unit member, have an Association representative present at such meeting.

ARTICLE XVI PROMOTIONS

Section A Vacancies

1. When an existing promotional position becomes vacant or when a new promotional position is created, notice of said vacancy shall be posted in every District building with the closing date, of not less than fourteen (14) calendar days, included in the posting. Said notice of vacancy shall clearly set forth the qualifications for the position. A copy of each positing shall be sent to the President of the Association.

2. Positions on the administrator-supervisor levels of responsibility including, but not limited to positions such as superintendent, principal, assistant principal, assistant to principal and supervisor shall be considered promotions.

3. All vacancies in promotional positions shall be adequately publicized by the Superintendent after the vacancy has been reviewed with the Board and a job description of the position formulated. A copy of each positing shall be sent to the President of the Association. Qualifications for the position shall be included with the posted notices.

Section B Process

1. Unit members who desire to apply for such vacancies shall file a letter of interest with the Superintendent within the time limits specified in the notice.

2. Unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. The notice shall be posted at least fourteen (14) calendar days in advance of the closing date for receipt of applications.

3. In the event a promotional opportunity occurs that will be filled during the summer, the Superintendent shall inform all unit members who have indicated an interest on their summer address form of the vacancy by direct mail to their summer address. The unit member shall have fourteen (14) calendar days from the postmark date to apply for each opening unless the Superintendent designates a greater period of time for applications.

4. When a position is not filled, notice to that effect will be posted and the position re-advertised.

ARTICLE XVII SELECTION PROCEDURE FOR ADVISORS/COACHES

Section A The following guidelines will be applied in the selection of advisors, and coaches of interscholastic and intra-school curricular activities from among existing District personnel. The positions included herein are listed on Schedules B and D.

1. By April 30th the supervisor of interscholastic sports will poll existing interscholastic coaches and building principals will poll all remaining advisors listed in Schedules B1 - B6 & D1 - D22 to determine their desire to be considered for reappointment in the subsequent school year. Those coaches and advisors not recommended by the Superintendent for reappointment will receive written notification by May 15th. In the case of spring sports the notification of non-renewal will be made by June 15th.

2. Known vacancies shall be posted by the Superintendent in all schools by May 15th with the exception of spring sports which shall be posted June 15th. Vacancies shall be posted for a period of not less than fourteen (14) calendar days. The Superintendent will give by June 30th to each coach/advisor/sponsor recommended for reappointment a written notice of appointment which the Board shall ratify at a public meeting.

3. If circumstances cause a vacancy to occur prior to the polling date and the vacancy requires a replacement prior to the subsequent year, the Superintendent shall post the position in each building. The position shall remain posted for not less than ten (10) calendar days and a qualified candidate sought.

4. In the event a vacancy occurs that will be filled during the summer, the Superintendent shall inform all unit members, via the School District provided email, of the vacancy. The unit member shall have fourteen (14) calendar days from the email date to apply, via email, for each opening unless the Superintendent designates a greater period of time for applications.

5. Qualifications that are desirable would include experience as a former player or coach or experience as an advisor/sponsor. This may be waived for a unit member who has performed successfully as a coach in another sport or has demonstrated personal traits that would make the unit member an apt pupil of the sport, or for candidates who possess the ability to impart the skills for the sport and be able to establish a respectful rapport and enthusiastic response from the student-athletes. Applicants who are within the building where the activity takes place and have some experience in coaching/advising/sponsoring such an activity will be given due consideration. Enthusiasm, skill potential and the ability to relate to students will also be considered.

6. When no response is forthcoming from within the District, the Board will seek a qualified candidate outside the District.

7. The final selection and recommendation to the Board rests with the Superintendent in consultation with the principal and the supervisor of interscholastic sports.

ARTICLE XVIII ADDITIONAL TEACHING PROGRAMS

Section A

1. All openings for positions in the additional teaching programs, except for home instruction, shall be posted, for not less than ten (10) calendar days, by the Superintendent or his/her designee prior to the start of the activity.

2. Certificated teaching unit members will be compensated in accordance with Schedule H.

3. Certificated teaching unit members will be compensated for all curriculum development work in accordance with Schedule H.

4. Certificated unit members shall be compensated for all after school and Saturday morning detention in accordance with Schedule H. Compensation shall be made on one half (0.5) hour increments with the start of the hour up to thirty (30) minutes being compensated at fifty percent (50 %) of the hourly rate and from thirty (30) minutes to the full one (1) hour will be compensated at the full hourly rate.

Section B A certificated unit member may be required on a rotating lowest seniority basis to chaperone after normal school hours student dances, student performances or interscholastic athletic events. Certificated unit members who volunteer to be chaperones will be removed from the assignment list until a complete cycle is reached. A certificated unit member who assists in the above chaperoning will be compensated, by separate check, in accordance with Schedule H unless the certificated unit member is the advisor of the particular event.

Section C Certificated and/or non-certificated unit members who chaperone a field trip which extends beyond the length of the regular school day will be reimbursed for reasonable expenses. The certificated and non-certificated unit member shall be paid in accordance with Schedule H. If the field trip is planned for and actually takes more than twelve (12) hours, the certificated and non-certificated unit member shall also be paid in accordance with Schedule H. Payment will be made (by separate check) upon the submission of the appropriate payment voucher. A coach or advisor of the particular event/trip shall receive reasonable expenses but not receive the per diem stipend. Reasonable expenses include the State of New Jersey Office of Management and Budget reimbursement rate with miscellaneous parking expenses. Also, for field trips between four (4) and eight (8) hours, the unit member shall be reimbursed for lunch. Unit members who participate in trips of eight (8) hours or more shall be reimbursed for breakfast, lunch and dinner in accordance with the United States General Services Administration's table for Meals and Incidental Expenses (M&IE). The categories for meal reimbursement shall be "Continental Breakfast/Breakfast, Lunch, Dinner and Incidental Expenses". The incidental expense maximum shall be five dollars (\$5). The unit member must provide dated, vendor-issued receipts for reimbursement.

ARTICLE XIX UNIT MEMBER EVALUATION

Section A Performance Evaluations

1. The performance evaluation of all unit members covered by this Agreement shall be completed by the supervisor specified within the job description. All performance evaluations shall be conducted openly and with full knowledge of the unit member.

2. Before any written performance evaluation report is finalized, submitted to the Superintendent for placement in the personnel file, such report shall be discussed with the unit member within ten (10) days of the evaluation. The unit member will be given a copy of the written evaluation report at least one (1) day before any conference is held to discuss it. The unit member shall have the right to submit a written response to any material within the evaluation report within fifteen (15) days of the conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations. All evaluations must be done three weeks apart.

3. Every evaluation report shall be signed by both the evaluator and the unit member evaluated. The unit member's signature; however, shall not be interpreted as a consent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation.

4. Copies of the signed evaluation reports will be issued to the unit member, the supervisor, and the Superintendent. A copy of the evaluation report will be filed in the unit member's personnel file.

5. All twelve (12) month non-certificated members' evaluations may occur any time after July 1st, however one (1) evaluation must have been provided no later than February 1st.

6. All monitoring and observation of teaching staff performance shall be conducted openly and with full knowledge of the unit member and shall be in accordance with provisions of N.J.A.C. 6A:10. If N.J.A.C. 6A:10 is no longer in effect: Each observation shall consist of at least a full period in grades six through twelve or a complete lesson in the elementary schools.

7. Evaluation reports shall be authored by professionals whose respective certificates authorize supervision.

8. Evaluative reports will be issued in the name of the supervisor who performed the observation and addressed to the certificated unit member. Copies will be forwarded to the Superintendent and kept by the supervisor. Such reports will conform to the requirements of N.J.A.C. 6A:10-4 & 5, which currently require inclusion of the following:

- a. Areas of performance strength of the certificated staff member
- b. Areas in need of improvement based upon the job description
- c. An individual professional development plan hereinafter (the@IPDP@) developed by the supervisor and certificated unit member

9. The supervisory evaluations of certificated unit members may occur any time after school commences in September; however, one (1) evaluation of non-tenured unit members must have been provided no later than December 1st. The annual evaluation of tenured unit members must be completed by April 30th.

10. The annual summary conference may be held at any time after April 1st and prior to the conclusion of the school year.

Section B Personnel File

1. Each unit member shall have personnel file established and maintained by the Superintendent.

2. Each unit member shall have the opportunity to review the contents of the unit member's personnel file. The request for review must be in writing. A unit member shall be entitled to have an authorized representative of the Association accompany the unit member during such review.

3. No material derogatory to a unit member's conduct, service, character or personality shall be placed in the unit member's personnel file unless the unit member has had an opportunity to review the material. The unit member shall place a signature and date on the material prior to placement in the unit member's personnel file. The signature shall be understood by the parties to be an acknowledgment of the placement of the material and does not constitute acceptance of the material content. The unit members shall also have the right to submit a written answer which shall be reviewed by the Superintendent and attached to the file copy.

4. All materials contained in the personnel file are confidential; however, a unit member shall be permitted to reproduce or circulate any material in the unit member's file.

ARTICLE XX UNIT MEMBER - FACILITIES

Section A Each school shall have the following facilities:

1. Space will be provided in each classroom where certificated unit members may store instructional materials and supplies.

2. An appropriately furnished room reserved for the use of certificated unit members as a faculty lounge will be provided. Certificated unit members will be expected to exercise reasonable care in maintaining the cleanliness and appearance of the room and it shall be cleaned by the custodial staff.

3. A work area, which may be in the faculty lounge, will be provided for use by the certificated unit members in the preparation of instructional materials. The work areas will have air conditioning.

4. A serviceable desk, chair and filing cabinet for the use of each certificated unit member shall be provided.

5. An adequately lighted and clean certificated unit member's rest room will be provided which is separate from the student restrooms.

6. Two (2) working district issued computers and one (1) with printer shall be provided for the use of the unit members.

7. A telephone will be made available to provide privacy specifically for calls to parents and for school related business.

ARTICLE XXI UNIT MEMBER - ADMINISTRATION LIAISON

Section A The Association shall select a Liaison Committee for each building which may meet with the building principal once a month during the school year to review and discuss local school problems and practices and to play an active role in the revision or development of building policies. Areas for consideration shall include but not be limited to such matters as curriculum, textbooks, distribution of materials and supplies, discipline and parent visitation. Said Committee shall consist of not more than

three (3) unit members from each building.

Section B The Association's representative may request meetings with the Superintendent during the school year to review and discuss current school problems and practices and the administration of this Agreement. The Superintendent welcomes input on all aspects of District operations.

ARTICLE XXII SICK LEAVE

Section A Annual Allotment

1. All ten (10) month unit members shall receive ten (10) sick leave days with pay per year. Unused sick leave is accumulative. An eleven (11) month certificated unit member shall be granted one (1) additional sick leave day in the eleven (11) month contract year.

2. All twelve (12) month unit members shall receive twelve (12) sick leave days with pay per year. Unused sick leave is accumulative.

3. For new unit members sick leave shall be prorated at one (1) day per month of employment.

4. All certificated unit members employed under a full-time contract shall be entitled to ten (10) days each school year as of the first official date of the school year whether or not they report for duty on that day.

5. Those full-time certificated unit members with twelve (12) or more years of service in the District shall be entitled to an additional two (2) days of sick leave which is accumulative.

6. Unused sick leave days shall be accumulated from year to year with no maximum limit. The repetitive absence can be cause for requesting a physician's note.

7. All full-time secretaries and Board clerical unit members shall be entitled to paid sick leave in each work year as follows:

- a. Twelve (12) sick leave days per year for one (1) to fifteen (15) years of service
- b. Thirteen (13) sick leave days per year for sixteen (16) to twenty (20) years of service
- c. Fourteen (14) sick leave days per year for twenty-one (21) or more years of service

8. All secretaries and Board clerical unit members shall be entitled to paid holidays coinciding with the days during the school year upon which the schools of the District are closed for the purpose of observing the holidays pursuant to the school calendar adopted by the Board. In addition, secretaries and Board clerical unit members shall be entitled to one (1) paid holiday during the summer break for Independence Day (July 4th).

Section B Accumulated Leave Compensation

1. Any unit member hired before May 21, 2010, who has accrued supplemental compensation based upon accumulated unused sick and personal leave shall, upon retirement from a State-administered retirement system, be eligible to receive for any accumulated unused sick and personal leave not more than a maximum of twenty five thousand dollars (\$25,000).

2. Any unit member hired on or after May 21, 2010, who has accrued supplemental compensation based upon accumulated unused sick and personal leave shall, upon retirement from a State-administered retirement system, be eligible to receive for any accumulated unused sick and personal leave not more than a maximum of fifteen thousand dollars (\$15,000).

3. Any certificated unit member who comes under tenure as a result of serving the equivalent of more than four (4) academic years within a period of five (5) consecutive academic years shall have all accumulated sick leave balances, existing at the last break in service prior to the contract year in which tenure is granted, reinstated in full. This provision is limited only to this Article and shall not apply to other service criteria of this Agreement.

4. The unit member shall be compensated at one hundred percent (100%) of the unit member's calculated per diem rate. The per diem calculation shall be base salary, at last day of employment, divided by two hundred (200) days for ten (10) month positions, divided by two hundred twenty (220) for eleven (11) month positions and divided by two hundred and forty (240) for twelve (12) month positions.

5. Payment of accumulated unused sick and personal leave shall start in accordance with the notification date given by the unit member as delineated in Schedule K. The payout of the compensation for accumulated unused sick and personal leave shall be made in accordance with Schedule J. Payments shall be made on a twice monthly basis.

6. In the event of the death of a retired unit member, receiving payment for accumulated unused sick and personal leave, the balance of payment due shall be made to the estate of the deceased unit member.

Section C Sick Leave Bank

1. Purpose: The parties agree to establish and impellent a sick leave bank utilizing a voluntary donation program to assist employees who experience a "catastrophic health condition or injury" and have exhausted their paid sick time. The bank shall allow Florence Township Education Association (FTEA) member employees to voluntarily donate accrued sick leave to said bank. This bank shall be established pursuant to P.L. 2007, Chapter 223, and the negotiated agreement between FTEA and the Florence Township Board of Education (FTBOE) beginning with the 2018-2019 school year.

2. Definition: A catastrophic health condition or injury is a life-threatening condition or combination of conditions or a period of disability required by his/her mental or physical health and requiring the care of a physician. A medical verification of the condition is needed for the employee's absence.

3. Committee: The sick bank shall be administered by a committee which shall be comprised of three (3) FTEA members selected by the FTBOE and three (3) FTEA members selected by the FTEA. The committee shall establish standards and procedures as it deems appropriate for the operation of the Sick Leave Bank. These shall include, but not be limited to, eligibility requirements for participation in the Sick Leave Bank and conditions under which the Sick Leave Bank may be drawn. No day of leave which is donated to the Sick Leave Bank by an employee shall be drawn by that employee or any employee from the Sick Leave Bank unless authorized by the committee.

4. Becoming a Member of the Sick Leave Bank: Annually, between September 1st and September 30th, FTEA members who wish to join the Sick Leave Bank must complete and sign an agreement to join. A presentation including documents about the Sick Leave Bank and applications will be made available at the opening of school FTEA meeting. Current members may also add to their contribution only during the enrollment period stated above. New employees may participate in the Sick Leave Bank within thirty (30) days of their hire, provided they agree to join the FTEA. Coverage and participation will continue from year to year unless the member makes a written request to withdraw from coverage or resigns from membership in the FTEA. For accounting purposes, the Sick Leave Bank year shall be from October 1st through September 30th.

Any FTEA member with ten (10) or more accumulated sick days shall be eligible for participation in the Sick Leave Bank. Employees hired after the initial enrollment period may participate without ten (10) sick days by a contribution of one (1) sick day.

Each FTEA member who joins the Sick Leave Bank must contribute a minimum of one (1) sick day or up to a maximum of twenty-five (25) sick days from his/her accumulated sick time annually. Once days are contributed to the Sick Leave Bank, the days shall not be returned. The number of days in the Sick Leave Bank shall not be reduced by either party unless used by a member of the Sick Leave Bank. Unused days will carry over from year to year. All days donated to the bank shall remain in the bank even after the retirement or termination of a member's employment for any reason.

At the end of each school year, the number of days in the bank will be reviewed. Once the sick leave bank reaches six hundred (600) or more days, the bank will be capped, and the donations will cease for the following year(s).

Should the sick leave bank go below two hundred (200) days, the FTEA will have the right to open up the bank for donations the following school year.

All members who donated during the year immediately preceding the capped year, will remain eligible.

New hires will have the opportunity to join the sick leave bank regardless of whether or not it is capped. If the bank is capped at the time, the new member will donate a day but the total number of sick days available will not go above the cap.

5. Eligibility to use days from the Sick Leave Bank: Only contributing members of the Sick Leave Bank, who are FTEA members in good standing, may request days from the Sick Leave Bank. Good standing is outlined to as members who have not been disciplined for sick leave abuse during the past two (2) years. Disciplinary action is to be interpreted by the Sick Leave Bank Committee.

The sick days to be granted from the Sick Leave Bank will apply only in cases where all of the employee's days have, including vacation, sick and personal (including banked personal), have been exhausted; and the member has been on sick leave for at least 20 consecutive days for the same catastrophic illness, injury or personal disability. Employees who receive sick days from the Sick Leave Bank shall be compensated at their regular daily rate of pay.

The use of days from the Sick Leave Bank will be considered for catastrophic illness, injury, surgery or other temporary disability.

Normal pregnancy and injuries covered under Workers Compensation are NOT to be considered for eligibility.

The Sick Leave Bank is intended for use during injury or illness of the member only and only during the school term.

The Sick Leave Bank Committee may award a maximum of one hundred fifty-five (155) pooled sick days per member in eighteen (18) consecutive months. The total number of days permitted for an illness or injury may be revised and extended by approval of the Sick Leave Bank Committee.

In the event a member is physically or mentally unable to make a request to the Bank for use of pooled sick days, a family member or agent may file the request on the member's behalf.

Sick leave from the Bank shall not be made to any member on account of any elective surgery.

6. Application for days to be withdrawn from the Sick Leave Bank: The application for withdrawal of days from the Sick Leave Bank may be available either from the FTBOE office or the FTEA Sick Leave Bank Committee Chair. The application is also attached to this document.

A Doctor's statement on Physician's letterhead, with the physician's stamp/seal must be received with the application. The statement must include the following information:

- a. Applicant's name
- b. The medical reason for the request (additional medical documentation may be required)
- c. The estimated length of absence and the estimated time to return to work

The Sick Leave Bank Committee reserves the right to get a second opinion by the school physician. The school physician's opinion may be considered in the evaluation of the application.

Application forms may be completed by another authorized person or family member.

Submitted Sick Leave Bank application forms will be reviewed by the Committee and a decision will be made in a timely manner. The applicant will be notified in writing of the decision of the Committee. Should the employee deplete his/her remaining sick days before the Committee reaches a decision, approved days shall be granted retroactive to the date of the application or to the end of the individual's remaining sick days within the school year (June 30th) by action of the board.

Each application shall be considered by the Committee on its individual merit.

The employee's signature on the application form will require the applicant to accept the decision of the Committee as binding and indemnify the Committee, FTEA, FTBOE and the Florence Township School District from any legal action as a result of the decision.

All documentation submitted as part of the application process will become part of the employee's permanent confidential medical file and filed in the FTBOE Administration Building.

Should a member receive medical clearance to return to work prior to the use of all sick bank days granted, the unused days shall be returned to the Sick Leave Bank, including all except three (3) Pooled Sick Days which may remain with the employee for use in the school year requested. No Banked Sick Days will rollover to the following school year.

7. Sick Leave Bank Review Committee: The Sick Leave Bank Committee is open to any FTEA member who wishes to participate. The Sick Leave Bank Committee Chair will act as moderator of the Sick Leave Bank Committee meetings. The Committee shall establish, review, and revise the standards and procedures under which the Sick Leave Bank will operate. These shall include, but not be limited to, eligibility requirements for participation in the Sick Leave Bank, management of the days contributed to the Sick Leave Bank, and authorization of withdrawal of days from the Sick Leave Bank by a participating member.

The Sick Leave Bank Committee shall evaluate and distribute days from the Sick Leave Bank based on the application process established by the Sick Leave Bank Committee as contained in this document. They shall serve for the school year in which appointed. The Sick Leave Bank Review Committee members may serve successive terms.

The Sick Leave Bank Committee shall provide the BOE office with a list of participants and the number of days contributed on an annual basis. On or before October 15th the BOE office representative will submit an annual statement of the annual members who contributed and the total days in the Sick Leave Bank and an itemized accounting of the members granted days from the Sick Leave Bank.

All personal information submitted to the Sick Leave Bank Committee will be deemed confidential. Any member of the committee who discusses the personal information of a member considered for benefits under the Sick Leave Bank Committee with anyone who is not a member of said Committee, beyond the name of the member and the number of days they are using, will be removed from the Committee by the Board of Education.

~~The guidelines of this agreement will be reviewed at the end of the 2018-2019 school year and may be revised at discretion of the FTEA and FTBOE.~~

ARTICLE XXIII VACATION LEAVE

This Article of the Agreement refers to the non-certificated unit members who are employed on a twelve (12) month basis.

Section A Unit members with less than one (1) full year of service shall receive one (1) day for each month of service not to exceed ten (10) working days. A full year of service shall mean continuous employment from July 1st through June 30th for at least six (6) full months.

Section B Unit members with one (1) full year of service through ten (10) full years of service shall receive thirteen (13) working days of vacation.

Section C Unit members with eleven (11) through fifteen (15) years of service shall receive twenty (20) working days of vacation.

Section D Unit members with sixteen (16) years of service and up shall receive twenty three (23) working days of vacation.

Section E All vacation schedules are subject to approval of the Superintendent.

Section F Secretaries and Board clerical unit members with one (1) full year of service through five (5) years of service shall receive ten (10) working days of vacation.

Section G Secretaries and Board clerical unit members with six (6) through ten (10) years of service shall receive fifteen (15) working days of vacation.

Section H Secretaries and Board clerical unit members with eleven (11) through fifteen (15) years of service shall receive twenty (20) working days of vacation.

Section I Secretaries and Board clerical unit members with sixteen (16) years of service and up shall receive one (1) additional vacation day for each anniversary year of service, not to exceed ten (10) days.

Section J Secretaries who have earned four (4) weeks of vacation may request permission to take two (2) during the school year.

Section K In the case of two secretaries or Board clerical unit members in the same office requesting the same vacation time, seniority in that office shall prevail.

Section L No vacation may be taken the first full week prior to the Labor Day holiday.

Section M The Athletic Trainer is an eleven (11) month employee who has the option to work five (5) weeks during July & August to get a floating week to be used during the school year.

Section N Secretaries who have earned twenty (20) days of vacation, will have the option to be paid for five (5) days.

ARTICLE XXIV

PERSONAL BUSINESS/BEREAVEMENT LEAVE

Section A

1. Certificated unit members shall be entitled to the following non-accumulative leaves of absences with full pay each school year:

Four (4) days shall be granted to full-time unit members by the Superintendent for personal business. Unit members who are employed at less than full-time status shall be entitled to a pro-rated portion of personal business days offered to full-time unit members. Application for such leaves shall be submitted at least two (2) days before taking such leave, except in case of emergency; however, the Superintendent may accept less than a two (2) day notice.

2. No personal business days will be granted for a day immediately preceding or following a day when school is closed. In the case of emergency, the Superintendent may waive this provision.

3. Unused personal business days can be accumulated each year for payment upon retirement. The method of payment will be consistent with the payment of accumulated sick leave in Article XXII, Section A. No more than four (4) personal business days may be used per year.

Section B

1. Non-certificated unit members shall be entitled to four (4) personal business days per year with full pay each year. No more than four (4) personal business days may be used per year.

2. Unused personal business days can be accumulated and upon retirement under PERS, these days will be compensated at the same rate as sick days, outlined in Article XXII, Section B, provided that the unit member is regularly employed for a minimum of twenty (20) hours per week.

Section C

1. In the event of the death of a unit member's spouse, child or parent, all unit members shall be entitled to bereavement leave of up five (5) days. Bereavement leave of two (2) days will be granted in the event of the death of a unit member's brother or sister, grandparent, grandchild, son/daughter-in-law, father/ mother-in-law, brother/sister-in-law, aunt, uncle or any other member of the immediate household residing with the unit member. A copy of the death notice, newspaper obituary notice or funeral memorial card shall be attached to the absence form for bereavement leave if requested by the Superintendent.

2. In the event of the death of a unit member or student in the District, the Superintendent shall grant to an appropriate number of unit members sufficient time off to attend the funeral. The time and number shall be at the discretion of the Superintendent. When any unit member dies, a moment of silence will be held in all school buildings in honor of the unit member.

3. Other leaves of absence with or without pay may be granted by the Board for good reasons. The Board's decision to grant a leave of absence is not subject to the grievance procedure.

4. For non-certificated unit members, up to two (2) non-certificated unit members per year shall be granted two (2) professional improvement days to attend the New Jersey Education Association (hereinafter the ANJEA) convention. A certificate of attendance must be obtained by said non-certificated unit member.

ARTICLE XXV BOARD AUTHORIZED DISCRETIONARY LEAVES

Section A Authorized discretionary leaves may be granted by the Board. The Board is the sole party to determine the granting and the length of any board authorized discretionary leave. ARTICLE XXII SICK LEAVE, Section C., shall apply for all authorized discretionary leaves provided the leave is related to a personal medical condition or illness as provided by applicable law.

Section B In all cases where an approved leave of absence under this Article is also a qualifying event under either the New Jersey Family Leave Act ("NJ FLA") or the federal Family Medical Leave Act ("FMLA"), and the unit member is eligible for such leave under the NJFLA and/or the FMLA, the leave benefits provided under the NJFLA and/or the FMLA shall run concurrent with the leave benefits provided under this Article commencing on the eleventh (11th) day of the leave. The Board shall have the right to designate the leave as a NJ FLA and/or FMLA qualifying leave upon the eleventh (11th) day of the leave and shall inform the unit member of such designation. The unit member shall use all applicable and/or available paid time off during the approved leave under this Article and during any NJFLA and/or FMLA leave, except for the remaining balance of the annual allocation of four (4) personal days.

Section C During the duration of any approved leave under this Article, in the event that: a) leave benefits under the NJFLA and FMLA are depleted; or b) all paid time off provided in this Agreement is depleted, whichever occurs last, all medical benefits to which the unit member was entitled to at the commencement of the approved leave of absence shall be preserved for an additional ninety (90) calendar days.

Section D A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the unit member's family or immediate household. Additional leave may be granted at the discretion of the Board.

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

Section F Time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure.

Section G All leaves shall be applied for within (60) sixty days in writing of the commencement of the leave to the Superintendent and approved by the Board.

Section H When disability leave associated with pregnancy can be anticipated, the unit member will make written application sixty (60) days prior to commencement of such leave.

Section I All requests for disability leave shall be submitted sixty (60) days before the commencement of the leave along with a physician's certificate. At the time of the application, the unit member shall specify in writing the date on which the unit member wishes to commence leave and the date on which the unit member wishes to return to work.

Section J Child Care Leave

1. All unit members may request unpaid child care leave effective immediately upon termination of medical disability associated with pregnancy by written application to the Board sixty (60) days prior to the date of commencement of child care leave. The duration of the child care leave shall not exceed the balance of the school year in which the leave was taken and the full school year immediately following the year in which the leave commenced.

2. In the event a unit member requests and receive a leave related to child care to begin prior to a period of disability, accrued sick leave may not be used for the period of actual disability; however, should the Board require that a leave related to child care commence prior to the disability period for reasons of continuity of instruction, accrued sick leave may be used during the period of actual disability.

ARTICLE XXVI CERTIFICATED SUBSTITUTES

Section A The Board agrees, to the best of its ability, at all times, to maintain an adequate list of substitute teachers. In the event that substitute teachers are not available, and teachers are requested to fill the need, said teacher shall be compensated for a per pupil contact period of forty-five (45) minutes in accordance with Schedule I. to be paid at end of pay period Compensation shall be by separate check upon submission of the appropriate payroll voucher. A certificated teaching unit member shall be paid fifty percent (50%) of the compensation rate for all class coverage less than one half (½) of the period and one hundred percent (100%) of the compensation rate for all class coverage of one half (½) or more of the period. The regular morning home room period ten (10) minutes is not considered a contact period under terms of this provision.

Section B In case of emergencies, teachers will substitute during their preparation period and be compensated subject to terms of this Agreement. To ensure equal distribution of such assignments, a posted master schedule will be developed by each principal indicating which teachers are available at various periods during the day, and assignments will be made on a rotating basis. When classes are divided between teachers to cover an absence by the regular teacher, reimbursement will also be shared on the basis of terms of this Agreement. Partial coverage of a class will also be paid on the basis of the terms of this Agreement. It will be the responsibility of the covering teacher(s) to complete a reimbursement form, available in the principal's office, not later than the day following the assignment.

ARTICLE XXVII SABBATICAL LEAVE

Section A A sabbatical leave shall be granted to a full-time unit member by the Board for study directly related to their area of specialization or study in other areas pertaining to education.

Section B All sabbatical leaves shall be granted, subject to the following conditions:

1. There will not be more than one sabbatical leave in any one (1) year.
2. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of one (1) teacher at a time.
3. The unit member has completed at least seven (7) years of full time service in the District.

4. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than February 1st, and action must be taken on all such requests no later than the March meeting of the Board.

5. Criteria will be developed between the Association and the Superintendent to assist in the evaluation of applications. Selection of the successful applicant will be at the discretion of the Board.

6. Upon return from a sabbatical leave, the unit member shall be placed on the salary schedule at the level the unit member had achieved at the time when the sabbatical leave commenced.

7. All sabbatical leaves shall be without pay.

ARTICLE XXVIII PROFESSIONAL DEVELOPMENT/EDUCATIONAL IMPROVEMENT

Section A

1. The Board and the Association support the principle of continuing training of certificated unit members and the improvement of instruction. The Board and the Association also agrees that all non-certificated unit members should be encouraged to broaden their skills and thus increase their productivity to the District. To this end, the Board agrees to reimburse for all college courses and/or educational workshops taken by non-certificated unit members. All such college courses, a part of a matriculated degree in education (the non-certificated unit members do not have to matriculate into a degree program) and/or educational workshops must be job related and must be approved in advance by the Superintendent. Reimbursement for courses shall follow the procedures outlined in Section B of this Article.

2. The Board will provide a minimum of seven (7) in-service hours each school year. In-service hours shall be credited toward the unit member's minimum continuing education requirement provided that activity is incorporated as part of the unit member's professional improvement plan.

Section B To work toward the end stated above, the Board agrees:

1. To reimburse full time certificated unit staff members for approved courses taken up to a maximum of eight (8) credits per fiscal year reimbursement per credit up to a credit maximum accordance with Schedule N. The maximum reimbursement per credit will be at the rate for an in-state graduate course in education at the College of New Jersey. Any per credit cost less than the maximum will be reimbursed as the actual per credit tuition paid. Tuition is understood to be only course registration costs and it does not include administrative or supplemental fees. If the credit cost of the institution being attended is less than the College of New Jersey rate, additional credits may be taken up to a maximum of twelve (12) credits per year as long as the total tuition cost does not exceed (8) credits at the College of New Jersey rate. Part time certificated unit members are entitled to a pro-rated portion of tuition reimbursement. The certificated unit member must confer with their immediate supervisor and submit to the Superintendent a purchase order for the courses to be considered for tuition reimbursement.

Purchase orders may be issued up to April 1st of the fiscal year so long as the total number of approved purchase orders does not exceed the credit maximum in accordance with Schedule N. The last unit member requesting approval shall receive reimbursement up to the amount remaining in the annual pool. A unit member may take up to twelve (12) credits as long as the total annual costs do not exceed eight (8) credits at the College of New Jersey rate.

The executed purchase order will serve as authorization to participate in the tuition

reimbursement program. Attached to the purchase order shall be a course description and the tuition fee schedule for the institution to be attended.

For certificated unit members only grades of "A", "B", or "pass@" in a pass/fail system will qualify for reimbursement.

For certificated unit members, payment will be made upon satisfactory completion of the course(s). An official transcript will serve as proof of satisfactory completion. All courses taken for tuition reimbursement must be in the certificated unit member's area of teaching responsibility and/or specialist field. All courses shall be graduate level courses. The courses must be listed under the course requirements for a matriculated degree in the certificated unit member's area of teaching responsibility or specialist field. Certificated unit members may take up to nine (9) credits prior to matriculation. Approval of any and all courses above nine (9) credits will require the certificated unit member to demonstrate matriculation toward a master's degree in the certificated unit member's area of teaching responsibility or specialist field.

The above requirement on the demonstration of matriculation does not apply to a certificated unit member who has earned a master's degree. The certificated unit member holding said degree is limited to thirty (30) credits beyond a master's degree.

The only undergraduate level courses to be approved for tuition reimbursement must be required to expand certification to meet a District teaching assignment or to expand an area of knowledge beneficial to the District.

For non-certificated unit members, payment will be made upon satisfactory completion or attendance and proof of payment of tuition and/or registration fees.

2. To pay the full cost and other reasonable expenses incurred in connection with any workshop, seminar, conference, in-service training session or other such sessions which a unit member is required and/or requested by the Administration to participate approved by the Superintendent.

3. If a member of the secretary and/or Board clerical staff is requested by the Board to attend any workshop, seminar, conference, in-service training session, the Board agrees to pay for registration fees, lodging, transportation and any other reasonable expense.

4. To pay the reasonable expenses, including fees, meals, lodging and/or transportation, incurred by unit members who attend such sessions with the approval of the Superintendent in consultation with the unit member's immediate supervisor.

5. To cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.

Section C In-service programs shall be conducted, when possible, during the in-school unit member workday. In-service programs should be developed through the cooperative efforts of the Association and the Administration; The Superintendent shall have final approval of all in-services programs.

Section D The Superintendent shall appoint one (1) administrative member and the Association shall elect four (4) members to the Professional Development Committee (hereinafter the "Committee"). The Committee shall elect a chairperson from among themselves. Said individuals shall serve two (2) year terms. Initial terms shall be staggered. Each elected member may serve a total of three (3) terms. One (1) member will run the District mentor program. Each building should have a least one (1) representative. The Superintendent shall be a member with voting rights. Committee members may be replaced periodically by notifying the Chairperson. Association members of the Committee shall be compensated by the Board at the additional teaching programs rate for all hours that the Committee formally meets up

to a maximum of twenty (20) hours for Committee members and twenty-seven (27) for the Chairperson. Payment shall be made by payroll voucher during the June 15th payroll period. The Association shall compensate Association members on the Committee for any and all other time not spent in formal Committee meetings as the Association deems appropriate. No Committee member or chairperson shall be pulled from classes for professional development work without consent from the Superintendent and the FTEA.

Section E Upon completion of the National Board Certification Program and the receipt of certification, the Board will reimburse up to two thousand and seventy five dollars (\$2,075) for courses and registration fees. Each year on September 15th, if the certificated unit member is still employed in the District, he/she will receive a one thousand dollar (\$1,000) bonus as long as the unit member maintains a valid certificate.

ARTICLE XXIX PROTECTION OF UNIT MEMBERS

Section A The Board shall provide legal assistance for any assault upon the unit member while acting in the discharge of his duties.

Section B When absence arises out of or from such assault or injury, the unit member shall not forfeit any sick leave or personal leave.

Section C Unit members shall immediately report cases of assault suffered by them in connection with their employment to their principal/supervisor.

Section D Such notification shall be immediately forwarded to the Superintendent who shall act in appropriate ways as liaison between the unit member, the police and the courts.

Section E Unit member protection shall be as per statutory requirements.

ARTICLE XXX STUDENT CONTROL/DISCIPLINE

Section A When, in the judgment of a unit member, a student requires attention of the principal, assistant principal, counselor, psychologist, physician or other specialist, the unit member shall so inform the unit member's principal or immediate supervisor. The principal or supervisor shall arrange as soon as possible for a conference between the principal/supervisor, the unit member and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.

Section B When, in the judgment of a unit member, a student's behavior, seriously disrupts the instructional program to the detriment of others, the unit member will, after having dealt with the disruption, prepare and maintain anecdotal records to be used when contacting the parent or guardian to discuss the inappropriate behavior. A copy of such records shall be made available to the Administration. If immediate action is required, the unit member will call the office to request assistance of an administrator. Appropriate forms shall be developed by the Superintendent in consultation with the Association.

Section C Recommendations of the specialist shall be accepted and a copy of the report made available for review to the unit member in the principal's office.

Section D Forms submitted to the Administration by a unit member may not be edited or altered in any way without prior consultation with the unit member.

ARTICLE XXXI INSURANCE PROTECTION

Provisions under this article shall only apply to unit members who are issued a contract by the Board for the full school contract year of at least twenty (20) hours per week.

Section A The Board shall provide health care, prescription and dental insurance protection as below described. Consistent with Chapter 78, P. L. 2011, the Board and the unit member shall pay their respective premium contributions for the health care, prescription and dental coverage for each individual unit member who remains in the employ of the Board for the full school year. The Board shall make its premium contribution payment to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th.

Section B The Board shall provide for each unit member a description of the health care insurance coverage. Any health care coverage plan selected by the Board must be equal to or better than the coverage provided by the above described plans, including the administration of said plans. The Board shall give reasonable advance notice to the Association prior to implementation.

Section C Retired unit members may elect to continue prescription and dental coverage at group rates with an annual surcharge of one hundred and ten percent (110%). Premiums will be paid to the Board by check three (3) months in advance. Any payments not received within fifteen (15) calendar days of the due date shall be assessed an administrative penalty of fifty dollars (\$50). Failure to pay the penalty shall result in cancellation of coverage.

Section D The Board agrees that the secretaries and Board clerical unit members may remain as group members of the existing insurance plan upon retirement, with the provision that the current carrier agrees to this. Further, it is understood that the premium will be paid to the Board by the retiree.

Section E Consistent with Chapter 78, P.L. 2011 the Board will pay their portion of the dental plan for the duration of this contract, not including co-pay requirements for the unit member in accordance with Schedule M. Any dental coverage premium in excess of double coverage or the maximum amount will be assumed by the unit member through payroll deduction.

Section F In Lieu Payment Program

1. A unit member, eligible for medical, prescription and dental coverage, may elect to not to enroll for such coverage and may participate in an in lieu payment program. The in lieu payment shall be equal to forty percent (40%) of the base premium. Base premium shall be determined at the coverage level in which the unit member was enrolled immediately prior to the election to participate in the in lieu payment program or to the lesser coverage if a change was made in the year prior to the participation

year. Any unit member not enrolled in benefits immediately prior to the election to participate in the in lieu payment program shall be permitted to participate at the coverage level they would have been eligible to select if directly enrolling in the program.

2. Unit members who elect to participate in the in lieu payment program may re-enroll for medical, prescription and/or dental coverage during open enrollment periods. If a unit member wishes to re-enroll in a prescription or dental plan prior to an open enrollment period due to a demonstrated loss of alternate coverage, the unit member shall pay a re-enrollment charge equal to one hundred and ten percent (110 %) of any pro-rated payment made under the in lieu payment program for the participation year.

3. The total in lieu amount for each school year shall be issued in three (3) equal payments on November 15, February 15, and June 15.

4. If a unit member participating in the in lieu payment program dies between July 1st and October 30th of the participation year, a pro-rated payment based on the time worked during the participation year shall be made to the estate of the unit member. If a unit member dies during the participation year after in lieu payment is made a payroll withholding shall be made for the pro-rated amount paid but not worked during the participation year.

5. The Board shall adopt, by resolution, A Section 125 plan as provided by the United States Internal Revenue Code of 1986, as amended, which shall conform to all relevant United States and New Jersey regulations.

6. The maximum payment for all staff members hired on or prior to the date of ratification by both parties shall be twelve thousand, seven hundred and eighty eight dollars (\$12,788). The maximum payment for all staff members hired after the date of ratification by both parties shall be five-thousand dollars (\$5,000) or 25% of the cost of the plan premium, whichever is less. All future maximum payments in lieu of benefits shall be based on the SEHBP increase for the next budget year as contained in the Annual Budget Statement times the prior year calculated maximum.

7. Annual increases shall not exceed fifteen percent (15%).

8. If the previous year SEHBP has a decrease in percentage the cap shall remain at the previous year level and shall not be reduced.

Section G Health Benefits Coverage – First (1st) Four (4) Years of Employment

1. Unit members hired on or after July 1, 2015, shall be eligible to enroll in the Open Access 5 plan in the coverage categories of single, member/spouse, parent/child and family during the first (1st) four (4) years of employment. During the open enrollment period that occurs in the unit member's fourth year of employment, the unit member may choose to enroll in any of the available plans (Access 5, 8 or 9) which will become effective in the unit member's fifth year of employment.

2. If the Board changes insurance carriers/plans pursuant to Section B of the Article, the unit members in their first (1st) four (4) years of employment will be eligible for the plan that replaced the Access 5 plan.

3. If, during the first (1st) four (4) years of employment, a unit member waives insurance coverage pursuant to Section F of the Article, the unit member's "in lieu" payment will be based on the Access 5 premium rates.

Section H Medical Coverage Changes

Effective July 1, 2017, medical co-pays will be as follows:

1. Open Access 5
Primary Care Physician: Ten (\$10) Dollars
Specialist: Fifteen (\$15) Dollars
2. Open Access 8
Primary Care Physician: Ten (\$10) Dollars
Specialist: Ten (\$10) Dollars
3. Open Access 9
Primary Care Physician: Fifteen (\$15) Dollars
Specialist: Twenty Five (\$25) Dollars

ARTICLE XXXII ASSOCIATION PAYROLL DUES/REPRESENTATION FEE

Section A The Board agrees to deduct from the salaries of its unit member's dues for the FTEA, the BCEA and the NJEA as said unit members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws 1969 (N.J.S.A. 52:14-15.93) and under rules as established by the NJDOE by the fifteenth (15th) of each month following the monthly pay period which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

Section B The Association shall certify to the Board, in writing, the current rate of its membership dues. If the Association changes the rate of its membership dues, the Association shall give the Board written notice prior to the effective date of such change.

Section C Representative Fee
Representation Fee is currently preempted by the US Supreme Court decision of *Janus v. American Federation of State, County, & Municipal Employees, Council 31*. 138 S. Ct. 2448 (2018) and is therefore not currently applicable

If a unit member does not become a member of the Association during any membership year beginning September 1st and concluding on June 30th and covered by this Agreement, the unit member will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative. The fee will not be collected to pay for administration activities that are partisan, political or for ideological positions only incidentally related to terms and conditions of employment, and all benefits available only to members of the majority representative.

The representation fee to be paid by non-members will be certificated annually in writing by the Association as a percentage, which shall not exceed eighty five percent (85%) of the regular membership dues for the membership year. The Association will certify to the Board in writing, prior to the start of each membership year that the amount of representation fee to be assessed does not exceed eighty five percent (85%) of dues, fees and assessments, and that the representation fee does not include any amount of dues, fees and assessments that are expended (1) for partisan, political or ideological activities

or causes that are only incidentally related to terms and conditions of employment or (2) applied toward the cost of benefits available only to the members of the majority representatives.

Once during each membership year (September 1st - June 30th) covered by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current year. The Board will deduct from the salaries of such employees the representation fee in equal installments, as nearly as possible, from the paychecks paid to these employees during the remainder of the membership year. The deductions will begin with the first paycheck paid ten (10) days after receipt of the list by the Board.

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

ARTICLE XXXIII SENIORITY/JOB DESCRIPTION

Section A District seniority is defined as service by appointed unit members in the District in the collective bargaining unit covered by this Agreement. An appointed unit member shall lose all accumulated District seniority if unit member resigns or is discharged for cause.

Section B Reduction-In-Force

1. In the event of a reduction in force (hereinafter a "RIF"), including reductions caused by the discontinuance of a facility or its relocation, the unit member shall be laid off in the inverse order of seniority of the unit members in the category involved in the layoff. In the event of any RIF, district-wide seniority in the category shall apply.

2. In the event of a RIF, all non-tenured unit members shall be recalled, in the inverse order of layoff, for a period of one (1) year. A unit member shall be offered any position for which the unit member holds the required qualifications by job category. Unit members shall remain on the recall list for one (1) year regardless of the decision not to accept an offered position during the one (1) year period.

Section C The Board will notify the Association in advance of the planned RIF and upon request shall discuss the matter with the Association prior to the implementation of such RIF.

Section D For all certificated unit members, all code and regulations pertaining to seniority situations shall prevail.

Section E Upon employment, the unit members shall be given a general description of the duties that are expected to be performed.

Section F At no time shall any non-certificated unit member be requested or required to cover a class assigned to a duly certificated professional employee, except in the case of an emergency.

ARTICLE XXXIV MISCELLANEOUS PROVISIONS

If any provisions of this Agreement or any application of this Agreement to any unit member or group of unit members is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXXV DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2023 and continue in effect until June 30, 2026.

All contractual items will be opened for renegotiation during the 2025-2026 school year in preparation for a new contract that will be effective on July 1, 2026 or upon the date thereafter when an amicable conclusion has been reached.

In witness thereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon.

**SCHEDULE A1
CERTIFICATED MEMBER SALARY GUIDE
2023-2024**

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	59,070	59,745	60,420	61,070	62,870	63,545	64,220	64,895
2	60,070	60,745	61,420	62,070	63,870	64,545	65,220	65,895
3	61,370	62,045	62,720	63,370	65,170	65,845	66,520	67,195
4	62,570	63,245	63,920	64,570	66,370	67,045	67,720	68,395
5	63,795	64,470	65,145	65,795	67,595	68,270	68,945	69,620
6	65,095	65,770	66,445	67,095	68,895	69,570	70,245	70,920
7	66,595	67,270	67,945	68,595	70,395	71,070	71,745	72,420
8	68,295	68,970	69,645	70,295	72,095	72,770	73,445	74,120
9	70,095	70,770	71,445	72,095	73,895	74,570	75,245	75,920
10	71,895	72,570	73,245	73,895	75,695	76,370	77,045	77,720
11	73,745	74,420	75,095	75,745	77,545	78,220	78,895	79,570
12	75,695	76,370	77,045	77,695	79,495	80,170	80,845	81,520
13	77,670	78,345	79,020	79,670	81,470	82,145	82,820	83,495
14	79,670	80,345	81,020	81,670	83,470	84,145	84,820	85,495
15	81,770	82,445	83,120	83,770	85,570	86,245	86,920	87,595
16	84,850	85,525	86,200	86,850	88,650	89,325	90,000	90,675

**SCHEDULE A2
CERTIFICATED MEMBER SALARY GUIDE
2024-2025**

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	61,290	61,965	62,640	63,290	65,090	65,765	66,440	67,115
2	62,090	62,765	63,440	64,090	65,890	66,565	67,240	67,915
3	63,090	63,765	64,440	65,090	66,890	67,565	68,240	68,915
4	64,290	64,965	65,640	66,290	68,090	68,765	69,440	70,115
5	65,515	66,190	66,865	67,515	69,315	69,990	70,665	71,340
6	66,815	67,490	68,165	68,815	70,615	71,290	71,965	72,640
7	68,315	68,990	69,665	70,315	72,115	72,790	73,465	74,140
8	70,015	70,690	71,365	72,015	73,815	74,490	75,165	75,840
9	71,815	72,490	73,165	73,815	75,615	76,290	76,965	77,640
10	73,615	74,290	74,965	75,615	77,415	78,090	78,765	79,440
11	75,465	76,140	76,815	77,465	79,265	79,940	80,615	81,290
12	77,415	78,090	78,765	79,415	81,215	81,890	82,565	83,240
13	79,390	80,065	80,740	81,390	83,190	83,865	84,540	85,215
14	81,390	82,065	82,740	83,390	85,190	85,865	86,540	87,215
15	83,490	84,165	84,840	85,490	87,290	87,965	88,640	89,315
16	86,550	87,225	87,900	88,550	90,350	91,025	91,700	92,375

**SCHEDULE A3
 CERTIFICATED MEMBER SALARY GUIDE
 2025-2026**

STEP	BA	BA10	BA20	BA30	MA	MA10	MA20	MA30
1	63,575	64,250	64,925	65,575	67,375	68,050	68,725	69,400
2	64,375	65,050	65,725	66,375	68,175	68,850	69,525	70,200
3	65,175	65,850	66,525	67,175	68,975	69,650	70,325	71,000
4	66,175	66,850	67,525	68,175	69,975	70,650	71,325	72,000
5	67,375	68,050	68,725	69,375	71,175	71,850	72,525	73,200
6	68,675	69,350	70,025	70,675	72,475	73,150	73,825	74,500
7	70,175	70,850	71,525	72,175	73,975	74,650	75,325	76,000
8	71,875	72,550	73,225	73,875	75,675	76,350	77,025	77,700
9	73,675	74,350	75,025	75,675	77,475	78,150	78,825	79,500
10	75,475	76,150	76,825	77,475	79,275	79,950	80,625	81,300
11	77,325	78,000	78,675	79,325	81,125	81,800	82,475	83,150
12	79,275	79,950	80,625	81,275	83,075	83,750	84,425	85,100
13	81,250	81,925	82,600	83,250	85,050	85,725	86,400	87,075
14	83,250	83,925	84,600	85,250	87,050	87,725	88,400	89,075
15	85,350	86,025	86,700	87,350	89,150	89,825	90,500	91,175
16	88,400	89,075	89,750	90,400	92,200	92,875	93,550	94,225

**SCHEDULE B1
EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE
HIGH SCHOOL**

POSITION	2023-2024	2024-2025	2025-2026
9TH GRADE CLASS ADVISOR	\$ 2,221	\$ 2,221	\$ 2,221
10TH GRADE CLASS ADVISOR	\$ 2,825	\$ 2,825	\$ 2,825
11TH GRADE CLASS ADVISOR	\$ 3,315	\$ 3,315	\$ 3,315
12TH GRADE CLASS ADVISOR	\$ 3,824	\$ 3,824	\$ 3,824
ATHLETIC ASSOCIATION ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
AUDIO VISUAL AIDS ADVISOR	\$ 2,775	\$ 2,775	\$ 2,775
CONCERT BAND DIRECTOR	\$ 929	\$ 929	\$ 929
CREATIVE WRITING CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
ENVIRONMENTAL CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
FORENSIC ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
FUTURE BUSINESS LEADERS/ NAT BUS HONOR SOCIETY ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
FUTURE TEACHERS ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
INSTRUMENTAL MUSIC DIRECTOR	\$ 3,616	\$ 3,616	\$ 3,616
JAZZ BAND DIRECTOR	\$ 3,105	\$ 3,105	\$ 3,105
MARCHING/PEP BAND ASSISTANT DIRECTOR	\$ 2,885	\$ 2,885	\$ 2,885
MARCHING/PEP BAND DIRECTOR	\$ 10,983	\$ 10,983	\$ 10,983
MARCHING/PEP BAND FRONT LINE ADVISOR	\$ 2,601	\$ 2,601	\$ 2,601
MATHEMATICS CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
MUSIC ASSOCIATION ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
NATIONAL HONOR SOCIETY ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
NEWSPAPER ADVISOR	\$ 3,151	\$ 3,151	\$ 3,151
PEER COACHING ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
RENAISSANCE CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
SCIENCE CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
SHOW CHOIR ADVISOR	\$ 929	\$ 929	\$ 929
SPANISH CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
STUDENT COUNCIL ADVISOR	\$ 3,824	\$ 3,824	\$ 3,824
TV & FILM CLUB ADVISOR	\$ 2,380	\$ 2,380	\$ 2,380
YEARBOOK ADVISOR	\$ 5,209	\$ 5,209	\$ 5,209

SCHEDULE B2			
EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE			
HIGH SCHOOL			
POSITION	2023-2024	2025-2026	2026-2027
MUSICAL CHOREOGRAPHY ADVISOR	\$ 747	\$ 747	\$ 747
MUSICAL MAKEUP/COSTUME ADVISOR	\$ 818	\$ 818	\$ 818
MUSICAL DRAMA COACH	\$ 2,590	\$ 2,590	\$ 2,590
MUSICAL INSTRUMENTAL MUSIC ADVISOR	\$ 2,590	\$ 2,590	\$ 2,590
MUSICAL PROGRAM ADVISOR	\$ 960	\$ 960	\$ 960
MUSICAL SOUND/LIGHTING ADVISOR	\$ 735	\$ 735	\$ 735
MUSICAL STAGE CRAFT ADVISOR	\$ 960	\$ 960	\$ 960
MUSICAL STAGE DESIGN ADVISOR	\$ 960	\$ 960	\$ 960
MUSICAL VOCAL MUSIC ADVISOR	\$ 2,590	\$ 2,590	\$ 2,590
SCHEDULE B3			
EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE			
MIDDLE SCHOOL			
POSITION	2023-2024	2025-2026	2026-2027
CONCERT BAND DIRECTOR	\$ 2,034	\$ 2,034	\$ 2,034
NEWSPAPER ADVISOR	\$ 1,953	\$ 1,953	\$ 1,953
MIDDLE SCHOOL PLAY DIRECTOR	\$ 1,235	\$ 1,235	\$ 1,235
MIDDLE SCHOOL ASSISTANT PLAY DIRECTOR	\$ 824	\$ 824	\$ 824
SHOW CHOIR ADVISOR	\$ 2,117	\$ 2,117	\$ 2,117
STUDENT COUNCIL ADVISOR	\$ 2,111	\$ 2,111	\$ 2,111
YEARBOOK ADVISOR	\$ 2,111	\$ 2,111	\$ 2,111
SCHEDULE B4			
EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE			
ELEMENTARY SCHOOL			
POSITION	2023-2024	2025-2026	2026-2027
AUDIO VISUAL AIDS ADVISOR	\$ 2,362	\$ 2,362	\$ 2,362
CADET BAND DIRECTOR	\$ 2,034	\$ 2,034	\$ 2,034
NEWSPAPER ADVISOR	\$ 1,953	\$ 1,953	\$ 1,953
SAFETY PATROL ADVISOR	\$ 2,111	\$ 2,111	\$ 2,111
TEAM LEADER	\$ 4,274	\$ 4,274	\$ 4,274
YEARBOOK ADVISOR	\$ 2,111	\$ 2,111	\$ 2,111

SCHEDULE B5**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE
ADDITIONAL POSITIONS**

POSITION	2023-2024	2025-2026	2026-2027
AFFIRMATIVE ACTION OFFICER	\$ 2,192	\$ 2,192	\$ 2,192
ASSISTANT AFFIRMATIVE ACTION OFFICER	\$ 1,460	\$ 1,460	\$ 1,460
ASSISTANT HOMELESS LIAISON	\$ 3,865	\$ 3,865	\$ 3,865
BRAILLE TRANSCRIBER	\$ 3,054	\$ 3,054	\$ 3,054
DEPARTMENT LIAISON	\$ 6,309	\$ 6,309	\$ 6,309
INCLUSION COORDINATOR	\$ 4,082	\$ 4,082	\$ 4,082
INTEGRATED PEST MANAGEMENT COORDINATOR	\$ 641	\$ 641	\$ 641
LITERARY MAGAZINE ADVISOR	\$ 1,953	\$ 1,953	\$ 1,953
MEDICAID SPEECH ADVISOR	\$ 1,826	\$ 1,826	\$ 1,826
OPERATIONS & MAINTENANCE CHIEF	\$ 4,837	\$ 4,837	\$ 4,837
SUBSTITUTE CALLER	\$ 7,435	\$ 7,435	\$ 7,435
STRENGTH & CONDITIONING ADVISOR-FALL	\$ 795	\$ 795	\$ 795
STRENGTH & CONDITIONING ADVISOR-WINTER	\$ 795	\$ 795	\$ 795
STRENGTH & CONDITIONING ADVISOR-SPRING	\$ 795	\$ 795	\$ 795
STRENGTH & CONDITIONING ADVISOR-SUMMER	\$ 795	\$ 795	\$ 795

SCHEDULE B6**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE
ADDITIONAL HOURLY POSITIONS**

POSITION	2023-2024	2025-2026	2026-2027
BRAILLE TRANSCRIBER-HOURLY	\$ 31	\$ 31	\$ 31
TIMEKEEPER-MIDDLE SCHOOL	\$ 30	\$ 30	\$ 30
TIMEKEEPER-JUNIOR VARSITY	\$ 40	\$ 40	\$ 40
TIMEKEEPER-VARSITY	\$ 44	\$ 44	\$ 44
TICKET SELLER (EVENT)	\$ 76	\$ 76	\$ 76

**SCHEDULE C1
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
BUS/VAN DRIVER**

STEP	2023-2024	2024-2025	2025-2026
1	20,904	21,419	22,069
2	21,104	21,619	22,269
3	21,304	21,819	22,469
4	21,519	22,019	22,669
5	21,844	22,344	22,969
6	22,269	22,769	23,394
7	22,694	23,204	23,829
8	23,144	23,704	24,329
9	23,744	24,304	24,929
10	24,589	25,154	25,779

**SCHEDULE C2
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
CAMPUS MONITOR**

STEP	2023-2024	2024-2025	2025-2026
1	19,772	20,647	21,560
2	20,397	21,247	22,135
3	21,047	21,872	22,735
4	21,722	22,522	23,360
5	22,447	23,222	24,035

**SCHEDULE C3
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
EDUCATIONAL SECRETARY**

STEP	2023-2024	2024-2025	2025-2026
1	42,406	44,106	46,106
2	42,906	44,606	46,606
3	43,906	45,106	47,106
4	45,131	46,331	47,606
5	46,431	47,631	48,906
6	47,781	48,981	50,256
7	49,181	50,381	51,656
8	50,631	51,831	53,106
9	52,131	53,331	54,606
10	53,681	54,881	56,106

Schedule C4			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
ELEMENTARY CAFETERIA MONTIOR			
STEP	2023-2024	2024-2025	2025-2026
1	7,565	7,724	7,898
2	7,653	7,813	7,986
3	7,764	7,901	8,074
4	7,876	8,012	8,163
5	8,071	8,212	8,357
6	8,248	8,383	8,540
7	8,430	8,566	8,725
8	8,619	8,761	8,920

Schedule C5			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
INSTRUCTIONAL ASSISTANT			
STEP	2023-2024	2024-2025	2025-2026
1	23,166	24,239	25,359
2	23,766	24,814	25,909
3	24,366	25,389	26,459
4	24,966	25,964	27,009
5	25,566	26,539	27,559
6	26,166	27,114	28,109
7	26,766	27,689	28,659

Schedule C6			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
MAINTENANCE/UTLITY WORKER			
STEP	2023-2024	2024-2025	2025-2026
1	61,288	62,127	63,882
2	62,964	63,627	64,882
3	64,640	65,442	66,182
4	67,542	67,542	68,242
5	69,242	69,542	70,442
6	71,042	71,542	72,642
7	72,842	73,642	74,842
8	74,642	75,842	77,042
9	76,542	78,042	79,342
10	78,442	80,242	81,742

Upon ratification by both parties, the Utility Workers Salary Guide, Schedule C10, shall be eliminated from the contract. The employees currently on the C10 Guide will be added to the Maintenance Worker Salary Guide, C6, and renamed as "Maintenance/Utility Workers Salary Guide." There shall be two (2) additional steps added prior to the current Step 1 on the C6 Guide and the Steps shall be renumbered. The C10 employees shall be added to the NEWLY Created first Step of C6. The difference between the C10 maximum step value, and the current C6 Step 1 value, shall be calculated, and divided evenly between the two new salary steps that will be created. (ie-if the difference between \$64,640 and \$57,936 is \$6,704, then the first new step would be \$61,288, and the new second step would be \$62,964. The C10 employees will reach the current Step 1 value of \$64,640 (which will become New Step 3) in Year 3 of the contract. This is only an example-the parties will mutually agree upon the final numbers based upon the development of the Year 1 Guides).

Schedule C7			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
SCHOOL CUSTODIAN			
STEP	2023-2024	2024-2025	2025-2026
1	41,993	43,293	44,683
2	42,893	44,093	45,483
3	43,793	44,893	46,283
4	44,693	45,793	47,183
5	46,418	47,293	48,483
6	48,218	49,093	49,983
7	50,118	50,993	51,923
8	52,118	52,993	53,923
9	54,218	55,093	56,023
10	56,398	57,273	58,203

Schedule C8			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
SECONDARY CAFETERIA MONTIOR			
STEP	2023-2024	2024-2025	2025-2026
1	9,078	9,338	9,637
2	9,182	9,443	9,741
3	9,286	9,547	9,845
4	9,429	9,651	9,949
5	9,643	9,863	10,065
6	9,851	10,077	10,279
7	10,065	10,297	10,505
8	10,285	10,522	10,736

Schedule C9			
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE			
TRANSPORTATION AIDE			
STEP	2023-2024	2024-2025	2025-2026
1	13,305	13,680	14,432
2	13,505	13,880	14,632
3	13,705	14,080	14,832
4	13,905	14,280	15,032
5	14,215	14,480	15,232
6	14,790	15,060	15,432

A full time transportation aide works, per ARTICLE VII - Teaching Hours and Teaching Load - Hours of Work, twenty (20) hours per week. The rate of compensation for Transportation Aides working less than twenty (20) hours per week shall be in accordance with the below chart:

HOURS WORKED	FTE
4.0	1
3.5	.875
3.0	.75
2.5	.625
2.0	.5
1.5	.375
1.0	.25
.5	.125

**SCHEDULE C11
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
SIGN LANGUAGE INTERPRETER**

STEP	2023-2024	2024-2025	2025-2026
1	64,991	67,558	70,252
2	66,924	69,491	72,185
3	68,917	71,484	74,178
4	70,971	73,538	76,232
5	73,090	75,657	78,351
6	75,273	77,840	80,534
7	77,524	80,091	82,785
8	79,775	82,342	85,036
9	82,095	84,662	87,356
10	84,483	87,050	89,744

**SCHEDULE C12
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
IN-SCHOOL SUSPENSION MONITOR**

STEP	2023-2024	2024-2025	2025-2026
1	19,775	20,790	21,845
2	20,425	21,415	22,445
3	21,075	22,040	23,045
4	21,725	22,665	23,645
5	22,375	23,290	24,245
6	23,025	23,915	24,845
7	23,675	24,540	25,445
8	24,325	25,165	26,045

SCHEDULE C13
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
PAYROLL CLERK

STEP	2023-2024	2024-2025	2025-2026
1	49,778	51,839	54,002
2	51,254	53,315	55,478
3	52,775	54,836	56,999
4	54,344	56,405	58,568
5	55,961	58,022	60,185
6	57,629	59,690	61,853
7	59,348	61,409	63,572
8	61,120	63,181	65,344
9	62,948	65,009	67,172
10	64,832	66,893	69,056
11	66,774	68,835	70,998
12	68,777	70,838	73,001
13	70,995	73,056	75,219

SCHEDULE C14
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
ACCOUNTS PAYABLE CLERK

STEP	2023-2024	2024-2025	2025-2026
1	58,792	61,166	63,658
2	60,464	62,838	65,330
3	62,136	64,510	67,002
4	63,808	66,182	68,674
5	65,480	67,854	70,346
6	67,152	69,526	72,018
7	68,824	71,198	73,690
8	70,496	72,870	75,362
9	72,168	74,542	77,034
10	73,840	76,214	78,706
11	75,512	77,886	80,378
12	77,184	79,558	82,050
13	78,856	81,230	83,722

**SCHEDULE C15
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
PARKING LOT MONITOR**

STEP	2023-2024	2024-2025	2025-2026
1	22,064	22,886	23,749
2	22,915	23,737	24,600
3	23,800	24,622	25,485
4	24,720	25,542	26,405
5	25,677	26,499	27,362

**SCHEDULE C16
NON-CERTIFICATED UNIT MEMBER SALARY GUIDE
IT TECHNICIAN**

STEP	2023-2024	2024-2025	2025-2026
1	53,192	54,572	55,947
2	53,842	55,172	56,547
3	54,492	55,772	57,147
4	55,142	56,372	57,747
5	55,802	56,992	58,347
6	56,482	57,642	58,947
7	57,162	58,292	59,547
8	57,842	58,942	60,147

**SCHEDULE D1
COACHING SALARY GUIDE
FOOTBALL/BASKETBALL HEAD COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 6,309	\$ 6,309	\$ 6,309
2	\$ 6,828	\$ 6,828	\$ 6,828
3	\$ 7,305	\$ 7,305	\$ 7,305
4	\$ 7,869	\$ 7,869	\$ 7,869
5	\$ 8,385	\$ 8,385	\$ 8,385
6	\$ 8,906	\$ 8,906	\$ 8,906
7	\$ 9,424	\$ 9,424	\$ 9,424
8	\$ 9,943	\$ 9,943	\$ 9,943
9	\$ 10,466	\$ 10,466	\$ 10,466
10	\$ 10,983	\$ 10,983	\$ 10,983

SCHEDULE D2
COACHING SALARY GUIDE
FOOTBALL/BASKETBALL ASSISTANT COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 4,756	\$ 4,756	\$ 4,756
2	\$ 5,146	\$ 5,146	\$ 5,146
3	\$ 5,535	\$ 5,535	\$ 5,535
4	\$ 5,926	\$ 5,926	\$ 5,926
5	\$ 6,316	\$ 6,316	\$ 6,316
6	\$ 6,706	\$ 6,706	\$ 6,706
7	\$ 7,096	\$ 7,096	\$ 7,096
8	\$ 7,483	\$ 7,483	\$ 7,483
9	\$ 7,873	\$ 7,873	\$ 7,873
10	\$ 8,449	\$ 8,449	\$ 8,449

SCHEDULE D3
COACHING SALARY GUIDE
FOOTBALL/BASKETBALL FRESHMAN COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 4,102	\$ 4,102	\$ 4,102
2	\$ 4,438	\$ 4,438	\$ 4,438
3	\$ 4,774	\$ 4,774	\$ 4,774
4	\$ 5,114	\$ 5,114	\$ 5,114
5	\$ 5,452	\$ 5,452	\$ 5,452
6	\$ 5,787	\$ 5,787	\$ 5,787
7	\$ 6,126	\$ 6,126	\$ 6,126
8	\$ 6,463	\$ 6,463	\$ 6,463
9	\$ 6,801	\$ 6,801	\$ 6,801
10	\$ 7,138	\$ 7,138	\$ 7,138

**SCHEDULE D4
COACHING SALARY GUIDE
FOOTBALL/BASKETBALL MIDDLE SCHOOL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,786	\$ 3,786	\$ 3,786
2	\$ 4,096	\$ 4,096	\$ 4,096
3	\$ 4,408	\$ 4,408	\$ 4,408
4	\$ 4,721	\$ 4,721	\$ 4,721
5	\$ 5,033	\$ 5,033	\$ 5,033
6	\$ 5,347	\$ 5,347	\$ 5,347
7	\$ 5,654	\$ 5,654	\$ 5,654
8	\$ 5,965	\$ 5,965	\$ 5,965
9	\$ 6,279	\$ 6,279	\$ 6,279
10	\$ 6,589	\$ 6,589	\$ 6,589

**SCHEDULE D5
COACHING SALARY GUIDE
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY/VOLLYBALL HEAD COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 5,362	\$ 5,362	\$ 5,362
2	\$ 5,804	\$ 5,804	\$ 5,804
3	\$ 6,245	\$ 6,245	\$ 6,245
4	\$ 6,687	\$ 6,687	\$ 6,687
5	\$ 7,127	\$ 7,127	\$ 7,127
6	\$ 7,570	\$ 7,570	\$ 7,570
7	\$ 8,013	\$ 8,013	\$ 8,013
8	\$ 8,451	\$ 8,451	\$ 8,451
9	\$ 8,895	\$ 8,895	\$ 8,895
10	\$ 9,337	\$ 9,337	\$ 9,337

SCHEDULE D6**COACHING SALARY GUIDE****BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY ASSISTANT COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 4,022	\$ 4,022	\$ 4,022
2	\$ 4,354	\$ 4,354	\$ 4,354
3	\$ 4,686	\$ 4,686	\$ 4,686
4	\$ 5,016	\$ 5,016	\$ 5,016
5	\$ 5,348	\$ 5,348	\$ 5,348
6	\$ 5,678	\$ 5,678	\$ 5,678
7	\$ 6,009	\$ 6,009	\$ 6,009
8	\$ 6,340	\$ 6,340	\$ 6,340
9	\$ 6,672	\$ 6,672	\$ 6,672
10	\$ 7,002	\$ 7,002	\$ 7,002

SCHEDULE D7**COACHING SALARY GUIDE****BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY FRESHMAN COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,419	\$ 3,419	\$ 3,419
2	\$ 3,702	\$ 3,702	\$ 3,702
3	\$ 3,983	\$ 3,983	\$ 3,983
4	\$ 4,263	\$ 4,263	\$ 4,263
5	\$ 4,545	\$ 4,545	\$ 4,545
6	\$ 4,826	\$ 4,826	\$ 4,826
7	\$ 5,108	\$ 5,108	\$ 5,108
8	\$ 5,391	\$ 5,391	\$ 5,391
9	\$ 5,672	\$ 5,672	\$ 5,672
10	\$ 5,951	\$ 5,951	\$ 5,951

**SCHEDULE D8
COACHING SALARY GUIDE
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY MIDDLE SCHOOL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,217	\$ 3,217	\$ 3,217
2	\$ 3,480	\$ 3,480	\$ 3,480
3	\$ 3,749	\$ 3,749	\$ 3,749
4	\$ 4,013	\$ 4,013	\$ 4,013
5	\$ 4,276	\$ 4,276	\$ 4,276
6	\$ 4,541	\$ 4,541	\$ 4,541
7	\$ 4,806	\$ 4,806	\$ 4,806
8	\$ 5,123	\$ 5,123	\$ 5,123
9	\$ 5,337	\$ 5,337	\$ 5,337
10	\$ 5,600	\$ 5,600	\$ 5,600

**SCHEDULE D9
COACHING SALARY GUIDE
SINGLE OR COMBINED PROGRAM TENNIS & TRACK HEAD COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 5,362	\$ 5,362	\$ 5,362
2	\$ 5,804	\$ 5,804	\$ 5,804
3	\$ 6,245	\$ 6,245	\$ 6,245
4	\$ 6,687	\$ 6,687	\$ 6,687
5	\$ 7,127	\$ 7,127	\$ 7,127
6	\$ 7,570	\$ 7,570	\$ 7,570
7	\$ 8,013	\$ 8,013	\$ 8,013
8	\$ 8,451	\$ 8,451	\$ 8,451
9	\$ 8,895	\$ 8,895	\$ 8,895
10	\$ 9,337	\$ 9,337	\$ 9,337

SCHEDULE D10
COACHING SALARY GUIDE
SINGLE OR COMBINED PROGRAM TENNIS & TRACK ASSISTANT COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 4,022	\$ 4,022	\$ 4,022
2	\$ 4,354	\$ 4,354	\$ 4,354
3	\$ 4,686	\$ 4,686	\$ 4,686
4	\$ 5,016	\$ 5,016	\$ 5,016
5	\$ 5,348	\$ 5,348	\$ 5,348
6	\$ 5,678	\$ 5,678	\$ 5,678
7	\$ 6,009	\$ 6,009	\$ 6,009
8	\$ 6,340	\$ 6,340	\$ 6,340
9	\$ 6,672	\$ 6,672	\$ 6,672
10	\$ 7,002	\$ 7,002	\$ 7,002

SCHEDULE D11
COACHING SALARY GUIDE
SINGLE OR COMBINED PROGRAM TENNIS & TRACK FRESHMAN COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,419	\$ 3,419	\$ 3,419
2	\$ 3,702	\$ 3,702	\$ 3,702
3	\$ 3,983	\$ 3,983	\$ 3,983
4	\$ 4,263	\$ 4,263	\$ 4,263
5	\$ 4,545	\$ 4,545	\$ 4,545
6	\$ 4,826	\$ 4,826	\$ 4,826
7	\$ 5,108	\$ 5,108	\$ 5,108
8	\$ 5,391	\$ 5,391	\$ 5,391
9	\$ 5,672	\$ 5,672	\$ 5,672
10	\$ 5,951	\$ 5,951	\$ 5,951

SCHEDULE D12**COACHING SALARY GUIDE****SINGLE OR COMBINED PROGRAM TENNIS & TRACK MIDDLE SCHOOL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,217	\$ 3,217	\$ 3,217
2	\$ 3,480	\$ 3,480	\$ 3,480
3	\$ 3,749	\$ 3,749	\$ 3,749
4	\$ 4,013	\$ 4,013	\$ 4,013
5	\$ 4,276	\$ 4,276	\$ 4,276
6	\$ 4,541	\$ 4,541	\$ 4,541
7	\$ 4,839	\$ 4,839	\$ 4,839
8	\$ 5,123	\$ 5,123	\$ 5,123
9	\$ 5,337	\$ 5,337	\$ 5,337
10	\$ 5,600	\$ 5,600	\$ 5,600

SCHEDULE D13**COACHING PER DIEM****SINGLE OR COMBINED PROGRAM TENNIS & TRACK HEAD COACH**

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50 %) of the seasons regular schedule.

STEP	2023-2024	PER DIEM	2024-2025	PER DIEM	2025-2026	PER DIEM
1	\$ 5,362	\$ 75	\$ 5,362	\$ 75	\$ 5,362	\$ 75
2	\$ 5,804	\$ 81	\$ 5,804	\$ 81	\$ 5,804	\$ 81
3	\$ 6,245	\$ 88	\$ 6,245	\$ 88	\$ 6,245	\$ 88
4	\$ 6,687	\$ 94	\$ 6,687	\$ 94	\$ 6,687	\$ 94
5	\$ 7,127	\$ 100	\$ 7,127	\$ 100	\$ 7,127	\$ 100
6	\$ 7,570	\$ 106	\$ 7,570	\$ 106	\$ 7,570	\$ 106
7	\$ 8,013	\$ 113	\$ 8,013	\$ 113	\$ 8,013	\$ 113
8	\$ 8,451	\$ 120	\$ 8,451	\$ 120	\$ 8,451	\$ 120
9	\$ 8,895	\$ 126	\$ 8,895	\$ 126	\$ 8,895	\$ 126
10	\$ 9,337	\$ 132	\$ 9,337	\$ 132	\$ 9,337	\$ 132

SCHEDULE D14
COACHING PER DIEM
SINGLE OR COMBINED PROGRAM TENNIS & TRACK ASSISTANT COACH

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50 %) of the seasons regular schedule.

STEP	2023-2024	PER DIEM	2024-2025	PER DIEM	2025-2026	PER DIEM
1	\$ 4,022	\$ 57	\$ 4,022	\$ 57	\$ 4,022	\$ 57
2	\$ 4,354	\$ 62	\$ 4,354	\$ 62	\$ 4,354	\$ 62
3	\$ 4,686	\$ 66	\$ 4,686	\$ 66	\$ 4,686	\$ 66
4	\$ 5,016	\$ 71	\$ 5,016	\$ 71	\$ 5,016	\$ 71
5	\$ 5,348	\$ 75	\$ 5,348	\$ 75	\$ 5,348	\$ 75
6	\$ 5,678	\$ 80	\$ 5,678	\$ 80	\$ 5,678	\$ 80
7	\$ 6,009	\$ 84	\$ 6,009	\$ 84	\$ 6,009	\$ 84
8	\$ 6,340	\$ 90	\$ 6,340	\$ 90	\$ 6,340	\$ 90
9	\$ 6,672	\$ 94	\$ 6,672	\$ 94	\$ 6,672	\$ 94
10	\$ 7,002	\$ 99	\$ 7,002	\$ 99	\$ 7,002	\$ 99

SCHEDULE D15
COACHING PER DIEM
SINGLE OR COMBINED PROGRAM TENNIS & TRACK FRESHMAN COACH

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50 %) of the seasons regular schedule.

STEP	2023-2024	PER DIEM	2024-2025	PER DIEM	2025-2026	PER DIEM
1	\$ 3,419	\$ 48	\$ 3,419	\$ 48	\$ 3,419	\$ 48
2	\$ 3,702	\$ 53	\$ 3,702	\$ 53	\$ 3,702	\$ 53
3	\$ 3,983	\$ 56	\$ 3,983	\$ 56	\$ 3,983	\$ 56
4	\$ 4,263	\$ 60	\$ 4,263	\$ 60	\$ 4,263	\$ 60
5	\$ 4,545	\$ 64	\$ 4,545	\$ 64	\$ 4,545	\$ 64
6	\$ 4,826	\$ 68	\$ 4,826	\$ 68	\$ 4,826	\$ 68
7	\$ 5,108	\$ 72	\$ 5,108	\$ 72	\$ 5,108	\$ 72
8	\$ 5,391	\$ 76	\$ 5,391	\$ 76	\$ 5,391	\$ 76
9	\$ 5,672	\$ 80	\$ 5,672	\$ 80	\$ 5,672	\$ 80
10	\$ 5,951	\$ 83	\$ 5,951	\$ 83	\$ 5,951	\$ 83

SCHEDULE D16
COACHING SALARY GUIDE
CHEERLEADING HEAD COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 5,611	\$ 5,611	\$ 5,611
2	\$ 6,075	\$ 6,075	\$ 6,075
3	\$ 6,534	\$ 6,534	\$ 6,534
4	\$ 6,997	\$ 6,997	\$ 6,997
5	\$ 7,456	\$ 7,456	\$ 7,456
6	\$ 7,919	\$ 7,919	\$ 7,919
7	\$ 8,385	\$ 8,385	\$ 8,385
8	\$ 8,844	\$ 8,844	\$ 8,844
9	\$ 9,311	\$ 9,311	\$ 9,311
10	\$ 9,764	\$ 9,764	\$ 9,764

SCHEDULE D17
COACHING SALARY GUIDE
CHEERLEADING ASSISTANT COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 4,210	\$ 4,210	\$ 4,210
2	\$ 4,558	\$ 4,558	\$ 4,558
3	\$ 4,902	\$ 4,902	\$ 4,902
4	\$ 5,249	\$ 5,249	\$ 5,249
5	\$ 5,593	\$ 5,593	\$ 5,593
6	\$ 5,942	\$ 5,942	\$ 5,942
7	\$ 6,290	\$ 6,290	\$ 6,290
8	\$ 6,636	\$ 6,636	\$ 6,636
9	\$ 6,985	\$ 6,985	\$ 6,985
10	\$ 7,324	\$ 7,324	\$ 7,324

SCHEDULE D18
COACHING SALARY GUIDE
CHEERLEADING FRESHMAN COACH

STEP	2023-2024	2024-2025	2025-2026
1	\$ 1,511	\$ 1,511	\$ 1,511
2	\$ 1,635	\$ 1,635	\$ 1,635
3	\$ 1,761	\$ 1,761	\$ 1,761
4	\$ 1,883	\$ 1,883	\$ 1,883
5	\$ 2,008	\$ 2,008	\$ 2,008
6	\$ 2,133	\$ 2,133	\$ 2,133
7	\$ 2,257	\$ 2,257	\$ 2,257
8	\$ 2,381	\$ 2,381	\$ 2,381
9	\$ 2,506	\$ 2,506	\$ 2,506
10	\$ 2,629	\$ 2,629	\$ 2,629

**SCHEDULE D19
COACHING SALARY GUIDE
CHEERLEADING MIDDLE COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 1,402	\$ 1,402	\$ 1,402
2	\$ 1,515	\$ 1,515	\$ 1,515
3	\$ 1,633	\$ 1,633	\$ 1,633
4	\$ 1,746	\$ 1,746	\$ 1,746
5	\$ 1,861	\$ 1,861	\$ 1,861
6	\$ 1,976	\$ 1,976	\$ 1,976
7	\$ 2,091	\$ 2,091	\$ 2,091
8	\$ 2,208	\$ 2,208	\$ 2,208
9	\$ 2,323	\$ 2,323	\$ 2,323
10	\$ 2,438	\$ 2,438	\$ 2,438

**SCHEDULE D20
COACHING SALARY GUIDE
FOOTBALL/BASKETBALL INTRAMURAL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 3,156	\$ 3,156	\$ 3,156
2	\$ 3,414	\$ 3,414	\$ 3,414
3	\$ 3,675	\$ 3,675	\$ 3,675
4	\$ 3,933	\$ 3,933	\$ 3,933
5	\$ 4,193	\$ 4,193	\$ 4,193
6	\$ 4,455	\$ 4,455	\$ 4,455
7	\$ 4,714	\$ 4,714	\$ 4,714
8	\$ 4,972	\$ 4,972	\$ 4,972
9	\$ 5,232	\$ 5,232	\$ 5,232
10	\$ 5,491	\$ 5,491	\$ 5,491

**SCHEDULE D21
COACHING SALARY GUIDE
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY/
TENNIS/TRACK INTRAMURAL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 2,683	\$ 2,683	\$ 2,683
2	\$ 2,902	\$ 2,902	\$ 2,902
3	\$ 3,125	\$ 3,125	\$ 3,125
4	\$ 3,344	\$ 3,344	\$ 3,344
5	\$ 3,563	\$ 3,563	\$ 3,563
6	\$ 3,786	\$ 3,786	\$ 3,786
7	\$ 4,006	\$ 4,006	\$ 4,006
8	\$ 4,225	\$ 4,225	\$ 4,225
9	\$ 4,446	\$ 4,446	\$ 4,446
10	\$ 4,668	\$ 4,668	\$ 4,668

**SCHEDULE D22
COACHING SALARY GUIDE
CHEERLEADING INTRAMURAL COACH**

STEP	2023-2024	2024-2025	2025-2026
1	\$ 1,165	\$ 1,165	\$ 1,165
2	\$ 1,263	\$ 1,263	\$ 1,263
3	\$ 1,360	\$ 1,360	\$ 1,360
4	\$ 1,456	\$ 1,456	\$ 1,456
5	\$ 1,553	\$ 1,553	\$ 1,553
6	\$ 1,646	\$ 1,646	\$ 1,646
7	\$ 1,743	\$ 1,743	\$ 1,743
8	\$ 1,840	\$ 1,840	\$ 1,840
9	\$ 1,936	\$ 1,936	\$ 1,936
10	\$ 2,033	\$ 2,033	\$ 2,033

**SCHEDULE E
 INTERSCHOLASTIC ATHLETICS COMPENSATION SCHEDULE
 PRO-RATE COMPENSATION TABLE**

INTERSCHOLASTIC SEASON	APPOINTMENT DATE BEFORE	COMPENSATION PERCENTAGE	APPOINTMENT DATE ON OR BEFORE	COMPENSATION PERCENTAGE
Fall	October 15 th	100 %	October 15 th	50 %
Winter	January 15 th	100 %	January 15 th	50 %
Spring	May 1 st	100 %	May 1 st	50 %

**SCHEDULE F1
 LONGEVITY SCHEDULE
 CERTIFICATED UNIT MEMBER**

ANNUAL ALLOTMENT	2023-2026	CUMULATIVE TOTAL
200	After Ten (10) Years of Service	200
300	After Fifteen (15) Years of Service	500
400	After Nineteen (19) Years of Service	900
550	After Twenty-Two (22) Years of Service	1450
400	After Twenty-Four (24) Years of Service	1850
400	After Twenty-Seven (27) Years of Service	2250

**SCHEDULE F2
LONGEVITY SCHEDULE
NON-CERTIFICATED UNIT MEMBER**

ANNUAL ALLOTMENT	2023-2026	CUMULATIVE TOTAL
250	After Ten (10) Years of Service	250
275	After Fifteen (15) Years of Service	525
325	After Twenty (20) Years of Service	850
375	After Twenty-Five (25) Years of Service	1225

**SCHEDULE F3
LONGEVITY SCHEDULE
SECRETARIAL UNIT MEMBER**

ANNUAL ALLOTMENT	2023-2026	CUMULATIVE TOTAL
275	After Five (5) Years of Service	275
325	After Eight (8) Years of Service	600
575	After Eleven (11) Years of Service	1175
425	After Fourteen (14) Years of Service	1600
400	After Seventeen (17) Years of Service	2000
500	After Twenty (20) Years of Service	2500

Unit members with (5) years or less of service in the District as of June 30, 2011, and all unit members hired after June 20, 2011, are no longer eligible for longevity. This includes any unit member who is re-employed. However, for any unit member who is subject to a RIF and who returns within one (1) year of the date of the RIF shall be entitled to longevity, as long as the unit member had the minimum five (5) years or more of service as of June 30, 2011.

**SCHEDULE G1
NON-CERTIFICATED UNIT MEMBER STIPEND/RATE SCHEDULE
ADDITIONAL COMPENSATION**

POSITION	2023-2024	2024-2025	2025-2026
BLACK SEAL	\$ 598	\$ 598	\$ 598
BUS DRIVER HOURLY TRIP-WEEKDAY	\$ 22	\$ 22	\$ 22
BUS DRIVER HOURLY TRIP-SATURDAY	\$ 25	\$ 25	\$ 25
BUS DRIVER HOURLY TRIP-SUNDAY	\$ 28	\$ 28	\$ 28
BUS DRIVER HOURLY TRIP-HOLIDAYS	\$ 36	\$ 36	\$ 36
CLOTHING ALLOWANCE-O&M STAFF	\$ 103	\$ 103	\$ 103
CLOTHING ALLOWANCE-TRANSPORTATION STAFF	\$ 90	\$ 90	\$ 90
AFTER SCHOOL CHAPERONE	\$ 72	\$ 72	\$ 72
SHOE ALLOWANCE-O&M STAFF	\$ 90	\$ 90	\$ 90
HEAD CUSTODIAN	\$ 1,794	\$ 1,794	\$ 1,794

**SCHEDULE G2
BUS DRIVER PERFECT ATTENDANCE
ADDITIONAL COMPENSATION**

PERFECT ATTENDANCE	PAYMENT
SEPTEMBER 1st - JUNE 30th	\$ 500

**SCHEDULE H
CERTIFICATED UNIT MEMBER SCHEDULE
ADDITIONAL COMPENSATION**

POSITION	2023-2024	2024-2025	2025-2026
EVENT/TRIP CHAPERONE	\$ 74	\$ 74	\$ 74
AFTER SCHOOL DETENTION	\$ 45	\$ 45	\$ 45
BACK TO SCHOOL NIGHT	\$ 86	\$ 86	\$ 86
CLASS COVERAGE	\$ 25	\$ 25	\$ 25
CURRICULUM DEVELOPMENT	\$ 45	\$ 45	\$ 45
EXTENDED DAY CHAPERONE	\$ 111	\$ 111	\$ 111
HOME INSTRUCTION	\$ 45	\$ 45	\$ 45
SATURDAY MORNING DETENTION	\$ 45	\$ 45	\$ 45
SITE SAFETY INSPECTION	\$ 45	\$ 45	\$ 45

Bus Driver Perfect Attendance means the employee is not absent during the time period. Payment will be made upon approval by Board Resolution.

**SCHEDULE I
ACCUMULATED SICK LEAVE COMPENSATION MAXIMUM
FOR UNIT MEMBERS HIRED BEFORE JULY 1, 2011**

CATEGORY	2023-2024	2024-2025	2025-2026
Annual Maximum	25000	25000	25000

FOR UNIT MEMBERS HIRED AFTER JULY 1, 2011

CATEGORY	2023-2024	2024-2025	2025-2026
Annual Maximum	15000	15000	15000

**SCHEDULE J
ACCUMULATED SICK LEAVE RETIREMENT PAYOUT**

AMOUNT OF PAYOUT	PAYOUT SCHEDULE
Less than \$10,000	One Time 1 st Year of Retirement
\$10,000 to \$25,000	Sixty (60) Months

**SCHEDULE K
ACCUMULATED SICK LEAVE RETIREMENT NOTICE DATE**

NOTIFICATION DATE	FISCAL YEAR RETIREMENT	PAYMENT START DATE
Before February 1, 2024	2023-2024	July 1, 2024
After February 1, 2024	2023-2024	July 1, 2025
Before February 1, 2025	2024-2025	July 1, 2025
After February 1, 2025	2024-2025	July 1, 2026
Before February 1, 2026	2025-2026	July 1, 2026
After February 1, 2026	2025-2026	July 1, 2027

SCHEDULE L				
SALARY AND WAGE INCREASES				
DESCRIPTION	2023-2024	2024-2025	2025-2026	
SCHEDULE A1-A3	1.0345	1.0345	1.035	
SCHEDULES B1-B6	No Increase	No Increase	No Increase	
SCHEDULES C1-C16	1.0345	1.0345	1.035	
SCHEDULES D1-D22	No Increase	No Increase	No Increase	
SCHEDULE G	No Increase	No Increase	No Increase	
SCHEDULE H	No Increase	No Increase	No Increase	
SCHEDULE I	No Increase	No Increase	No Increase	
SCHEDULE J	No Increase	No Increase	No Increase	
ALL OTHER COMPENSATION CATEGORIES	No Increase	No Increase	No Increase	

SCHEDULE M
DENTAL PAYROLL DEDUCTION MAXIMUM

CATEGORY	2023-2024	2024-2025	2025-2026
Annual Maximum	1300	1300	1300

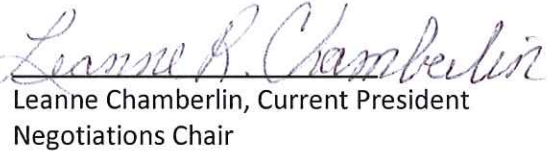
SCHEDULE N
CERTIFICATED UNIT MEMBER SCHEDULE
TUITION REIMBURSEMENT POOL MAXIMUM

CATEGORY	2023-2024	2024-2025	2025-2026
Annual Maximum	116	116	116

FOR THE
BOARD OF EDUCATION

FOR THE
FLORENCE TOWNSHIP EDUCATION ASSOCIATION


Dr. Christine Skinner, President


Leanne Chamberlin, Current President
Negotiations Chair


Christopher Conti, Chairperson
Personnel/Negotiations Committee


Carey Kessler, Current Vice President


Luis Valencia, Current Board Secretary

Date: 2/29/24

Date: 2/29/24