

Agreement

Between the

Board of Education

of the

Lenape Regional High
School District

and the

Lenape District
Education
Association

2022-2027

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ARTICLE I
RECOGNITION AND BARGAINING UNIT

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment as herein defined for all employees employed or to be employed by the Board.
- B. The term "Employees" as used in this Agreement will convey benefits on the unit as a whole. Employees will consist of: the professional teaching staff, members of the child study team, guidance counselors, nurses, nurse assistants, media specialists, athletic trainers, secretaries, registrars, attendance clerks, office supervisors, para-professionals, and interpreters for the deaf.
1. Unless otherwise noted within this Agreement, employees will be sub-categorized as follows for benefit purposes:

Group A personnel will consist of the professional teaching staff, members of the child study team, guidance counselors, nurses, media specialists and athletic trainers.

Group B personnel will consist of secretaries: (Unless otherwise indicated, reference to secretaries shall mean: secretaries, attendance clerks, office supervisors, and registrars).

Group C personnel will consist of para-professionals, interpreters for the deaf and nurse assistant paraprofessionals.
 2. Short-term (per diem) substitutes in any category are not employees covered by the provisions of this Agreement.
 3. Substitutes, secretaries employed on a permanent basis in the central office or transportation department, and Adult/Community School personnel other than secretaries paid on the negotiated secretarial salary guides are not considered employees within the provisions of this Agreement.

ARTICLE II
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Law of New Jersey, 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment.
 - 1. Such negotiations shall begin on a date agreed upon by both parties, but in no event later than January 15, in the contract year in which this agreement expires.
 - 2. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association.

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

- C. Representatives of the Board and the negotiating committee shall meet by mutual agreement.

- D. A party requesting a meeting shall submit to the other, either orally or in writing, a request stating the reason for the meeting.

- E. 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 the same date, shall continue to be applicable during the term of this Agreement.
 - 1. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any benefit existing prior to its effective date.

- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organizations other than the Association for the duration of this Agreement.

- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations.

1. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- H. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed and ratified by both parties.
- I. Copies of this Agreement shall be made available in electronic format to all employees employed by the Board and covered by this Agreement. Printed copies of this Agreement shall be distributed to Association Officers.
- J. This Agreement shall be construed as though it were Board Policy for the terms of this Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as though they were Board Policy.
- K. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such 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.
- L. Any individual contract between the Board and an individual employee, heretofore or hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement.
1. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- M. No Strike Clause
1. It is recognized that the need for continued and uninterrupted operation of the school district is of paramount importance to the citizens of the Lenape Regional High School District and that there should be no interference with such operation.
 2. The Association covenants and agrees that during the term of this Agreement, the Association will not cause, authorize, or support any strike, work stoppage, slowdown, walkout or other job action, invocation or sanction against the Board.

ARTICLE III
LDEA-ADMINISTRATION POLICY DEVELOPMENT COMMITTEE

- A. The Board hereby recognizes the LDEA-Administration Policy Development Committee under the conditions and terms stated herein.
1. Policies developed by this committee shall apply to certified staff only.
- B. DURATION
1. The parties agree that this committee shall be in effect during the length of this Agreement.
 2. Meetings will be held at a mutually agreed upon time, place and date and details for future meetings shall be determined at the end of each meeting.
 3. During the entire period related to in PURPOSES AND FUNCTIONS, no Board or Administrative Policies affecting terms and conditions of employment will be changed or deleted without mutual consent of the Board and/or Administration and the Association.
 4. During the period affected herein the LDEA members of this committee will not be required to serve on any other committee, except for the member's respective department's Middle States evaluation unless the member desires to serve on another committee.
- C. REPRESENTATION
1. The parties agree that this committee will consist of no more than five Association members from certified staff appointed by the Association, and no more than five administrators, appointed by the Superintendent.
 2. Each party will select its own spokesperson.
 - a) Meetings should be for work purposes, loosely structured, with free and easy participation on the part of all members.
- D. PURPOSES AND FUNCTIONS
1. The parties agree that the committee's function will be to develop recommendations to be referred to the Board for possible adoption.
 2. The Board and the Association's proposals presented at the initial negotiations meeting which subsequently cannot be agreed upon in

negotiations, shall be given to this committee for their recommendation to the Board.

3. If the committee cannot reach a satisfactory conclusion to the proposal(s) under discussion, the proposal(s) shall be returned to the negotiating table immediately if negotiations are in progress. If negotiations have ceased, the proposal(s) can be brought up by either party during subsequent negotiations.
4. When policies are finalized in committee, they will immediately be submitted to the Board, who in turn must:
 - a) Submit a reply to all members of this committee within ten (10) days after the item(s) was presented at a meeting of the Board.
 - b) Submit reason(s) justifying their actions for every policy rejected.
5. Items adopted by the Board will be identified with the date of approval, effective date, and notation that it was developed by the LDEA-Administration Policy Development Committee.
6. Any policy item(s) recommended by the committee and subsequently accepted by the Board may not be unilaterally changed.
 - a) If changes are requested and redeveloped by either party, the items(s) must be restudied by the committee and further recommended for acceptance by the Board.
 - b) A rejected policy(s) may be resubmitted for further consideration immediately to the Board.

E. EXCLUSIONS

1. This Agreement excludes presumption that the Association and the Board consider salary and fringe benefits exclusively as "terms and conditions of employment" in formal negotiations with the Board.
2. In no way does this Agreement exclude the Association and the Board from presenting non-monied proposals as "terms and conditions of employment" at future Board-Association negotiations, nor exclude the Board or Association from accepting said proposals.

F. Matters concerning class size shall be remanded to discussion under this Article.

ARTICLE IV
GRIEVANCE PROCEDURES

A. DEFINITIONS

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
2. A "grievance" may be raised by the aggrieved employee, a group of employees or the association on their behalf.
3. A "party in interest" is the employee, group of employees or the Association making the claim and any employee who might be required to take action or against whom action might be taken in order to resolve the claim.
 - a) No person, other than the employees represented by the Association, shall be included in this definition.
4. The term "grievance" and the procedure related thereto, shall not be deemed applicable in the following instances:
 - a) The failure to or refusal of the Board to renew a contract of a non-tenured teacher.
 - b) In matters where the Board is without authority to act.
 - c) All things that are by law beyond the scope of the Board's authority or are limited to the Board alone.

- B. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise between the parties concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and as confidential as may be appropriate in any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated should be considered as a maximum and every effort should be made to expedite the process.
 - a) The time limit specified may, however, be extended by mutual agreement.
2. Any employee who has a complaint shall first discuss it with the assistant principal or principal within five (5) school days following the date of the condition or event giving rise to the complaint.
 - a) If no satisfactory solution is reached, then the employee may continue his appeal to the Superintendent of Schools.
3. If after ten (10) school days following the date of the condition or event giving rise to the complaint, the aggrieved employee is not satisfied, or if no decision has been rendered in that period, the complaint shall be called a grievance and within five (5) school days thereafter shall be stated in writing by the aggrieved employee on a form supplied by the Superintendent to the Association and filed as hereinafter provided.
 - a) The written grievance shall set forth all the facts necessary to understand and decide the issue involved.
4. Within a five (5) school day period provided in the preceding paragraph (IV.C.3.) the aggrieved employee may file his grievance with the Superintendent or the employee may refer the grievance to the Grievance Committee of the Association for consideration and on the same date file a copy with the Superintendent, noting thereon the referral to the Grievance Committee.
5. If the grievance is referred to the Grievance Committee then within ten (10) school days it shall:
 - a) Determine whether the grievance has or may have merit, in which event it shall submit the Committee's recommendations in writing for further consideration by the Superintendent, or;
 - b) Determine that the grievance is without merit, in which event the Committee will so advise the employee in writing and a copy of its' findings shall be sent to the Superintendent.

6. If the grievance is not satisfactorily resolved by the Superintendent within fifteen (15) school days after presentation to him in writing, he shall at the request of the employee or the Association, submit the same to the Personnel Committee of the Board for a decision within twenty (20) school days. If the Superintendent does not respond within the fifteen school day period, this shall be deemed to constitute a denial or rejection at which time the grievant or Association shall follow the above referenced actions/timelines.
- D. An employee may individually or along with the representation of his own choosing upon so advising the Superintendent and the Executive Council of the Association in advance, appear in the submission of his grievance before the Personnel Committee of the Board, in which event he shall receive a decision within twenty (20) days. The failure of the Board to respond within the twenty day period shall be considered a denial or rejection of the grievance and shall allow the grievant to proceed to and through the arbitration procedures of the Agreement.
- E. GRIEVANCE TO ARBITRATION
1. If the aggrieved person is not satisfied with the decision of the Board or no decision has been reached within ten (10) school days thereafter, the Executive Council of the Association may submit the grievance for binding arbitration within twenty (20) school days after its receipt of the said request from the aggrieved person.
 2. An employee seeking arbitration on a grievance must submit written acknowledgment from the Association.
 - a) This must indicate that the Association allows the individual to seek redress through arbitration and that the Association will share the cost of the arbitrator in the manner described in this Agreement.
 3. The employee or Association upon electing to submit a grievance to arbitration shall automatically waive all recourse to other remedies or forums which otherwise could be available.
 4. Only grievances as defined in this Article (IV.A.1.) are subject to binding arbitration. Any terms and conditions of employment not provided for in this Agreement shall not be subject to binding arbitration but may proceed to advisory arbitration.

F. An aggrieved person shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any affect thereof shall have been duly determined.

G. SELECTION OF ARBITRATOR

1. Either party may request the Public Employment Relations Committee to submit a roster of persons qualified to function as an arbitrator.
2. If the parties are unable to determine a mutual satisfactory arbitrator from the submitted list, they may request that PERC submit a second roster of names.
3. If the parties are unable to determine a mutually satisfactory arbitrator within ten (10) school days of the receipt of the second submitted list, PERC at the request of either party will designate an arbitrator.

H. DUTIES OF ARBITRATOR

1. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else.
 - a) He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board.
 - (1) The finding of the Arbitrator shall be binding.
 - (2) Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings.
 - (3) This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.

I. COSTS

1. Each party will bear the total cost incurred by itself.
2. The fees and expenses of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, the cost of the hearing room, court stenographer, and transcripts of proceedings shall be borne equally by the Board and the Association.

3. If time is lost by any grievant due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute, and the time lost by the grievant must be without pay unless the grievant prevails in such proceedings.
- J. 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 any of the participants.
 - K. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated selected representatives heretofore referred to in this Article.
 - L. If in the judgment of the Association's Executive Council, a grievance affects a group of unit members or the Association, the Association may submit the grievance directly to the Superintendent.
 - M. If a claim remains unresolved after the Board has reached a decision on a grievance and it is not deemed satisfactory resolved by the Association, it may be submitted for binding arbitration, as defined in Article IV.
 1. Each party will bear the total cost incurred by itself, and only the fees and expenses of the arbitrator will be shared by the two parties and such costs will be shared equally.
 - N. No reprisals shall be taken by any person or party to this Agreement for participation in the grievance procedure.

ARTICLE V
RIGHTS NOT IMPAIRED

- A. The Board on its own behalf, reserves and retains unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws, regulations, and the Constitution of the United States of America.

- B. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of its schools, and the direction of employees are vested exclusively in the Board, except as otherwise provided in Chapter 123, Public Law New Jersey, 1974.

ARTICLE VI
SALARIES

A. The salaries of all employees covered by this Agreement are set forth in schedules annexed hereto and made a part hereof:

1. The salary for all professional teaching staff, members of the CST, guidance counselors, nurses and media specialists shall be based on **Schedule 1**.
2. The salary for secretaries, office supervisors and registrars and attendance clerks (at 10/12 prorated salary) shall be based on **Schedule 2**.
3. The salary for the athletic trainers shall be based on **Schedule 3**.
4. The salary for para-professionals, interpreters and nurse paraprofessionals shall be based on **Schedule 4**.
5. The Athletic Coaches guide is listed as **Schedule 5**.
6. The Extra Curricular Guide is listed as **Schedule 6**.
7. Step increases for employees hired mid year shall be governed consistent with Article X.G.
8. The stipend for Department Coordinators shall be \$14,000 inclusive of 12 summer work days. Salaries shall be pensionable. Should a Department Coordinator not continue in that position in a future year, all overall lessening of total salary shall not be deemed in violation of NJSA 18A.
9. The stipend for Child Study Team Chairperson shall be equal to the amount of a sixth class assignment as per Article XV.C.1.

B. LONGEVITY PAYMENTS

1. Longevity increments will be activated at the beginning of the sixth, eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, and thirty-sixth years of consecutive, contractual years of employment in the Lenape Regional School District.
2. Ten month employees whose date of hire is on or before February 15 shall be eligible for a full year's longevity credit for the school year.
3. Ten month employees whose date of hire is on or after February 16 shall not be eligible for longevity credit for that school year.

4. Twelve month employees whose date of hire is on or before January 15, shall be eligible for a full year's longevity credit for that school year.
5. Twelve month employees whose date of hire is on or after January 16 shall not be eligible for a full year's longevity credit for that school year.
6. Longevity payments will be as follows:

Group A	
After 5 years	\$ 600
After 10 years	1200
After 15 years	1800
After 20 years	2400
After 25 years	3000
After 30 years	3600
After 35 years	4400

Group B & C	
After 5 years	\$ 400
After 10 years	800
After 15 years	1200
After 20 years	1600
After 25 years	2000
After 30 years	2400
After 35 years	2800

C. ADVANCEMENT ON TRAINING LEVELS

Group A

1.
 - a) Advancement of training levels, prior to the receipt of a Master's Degree will be based upon verification of graduate work or District granted CEUs accomplished after earning a Bachelor's Degree. Graduate level credits earned under a program leading to an endorsement, certificate, Master's Degree or Doctoral Degree will be applicable to movement on the salary guide.
 - b) Graduate level professional development courses earned after July 1, 2022 will not accrue toward movement on the salary guide beyond (12) twelve credits.
 - c) Additional graduate level professional development courses may be considered for movement on the salary guide as pre-approved by the Superintendent.

2. Advancement to MA will be based upon verification of the conferring of an earned Master's Degree.
3.
 - a) Advancement to training level MA+15, MA+30, MA+45, or MA+60 shall be based upon verification of graduate work or District granted CEUs accomplished after the earning of a Master's degree. Graduate level credits earned under a program leading to an endorsement, certificate, Master's Degree or Doctoral Degree will be applicable to movement on the salary guide.
 - b) Graduate level professional development courses earned after July 1, 2022 will not accrue toward movement on the salary guide beyond (12) twelve credits.
 - c) Additional graduate level professional development courses may be considered for movement on the salary guide as pre-approved by the Superintendent.
4. Advancement to Column I (Earned Doctorate) will be based upon verification of the conferring of an earned Doctoral Degree.
5. Advancement allowance for National Board for Professional Teaching Standards Certification shall be equal to 9 graduate credits. Advancement allowance for National Board for Professional Teaching Standards Re-Certification shall be equal to 3 graduate credits.
6. Group B & C employees will earn an additional \$700 for each 10 college credits or district CEUs earned after employment with the district begins. For employees hired after July 1, 2022, the additional earnings will be no greater than \$4,200. Employees hired prior to July 1, 2022 who already have additional earning exceeding \$4,200 shall maintain their same dollar amount of additional earnings as of June 30, 2022.

D. SALARY ADJUSTMENTS

Group A

1. Salary adjustments will be limited to once a year, effective with the first payroll in September.
 - a) Tentative verification (letter from college, grade slips, etc.) of graduate credits earned must be submitted by August 15th. For the 2022 school year only, the verification documents may be submitted by September 5th.

2. An official transcript must be forthcoming by May 1st of the current school year or the salary adjustment will be deducted from the remainder of the employee's annual salary.
3. It is the responsibility of the employee to give official evidence of graduate credits earned within the limits of the above dates.

E. SUMMER PAY

1. The salaries of ten month, Group A employees hired after the official closing of school shall be 1/200th per diem of the current contractual salary up to June 30th. Those ten month employees working during July and August will receive 1/200th per diem of the contractual salary guide effective July 1.
2. Salaries for summer school and credit completion will be paid as per extra curricular guide.

F. In accordance with the provisions of N.J.A.C. 6A:16, home instruction is the provision of one-to-one or small group instruction in the student's place of residence or other appropriate setting due to a health condition, need for treatment, court order or exclusion from general education for disciplinary or safety reasons.

1. The fee for assigned instruction that occurs in-person, off school grounds, and outside of the teacher contractual day shall be referred to as home instruction and compensated at the per hour rate of \$60.
2. The fee for assigned instruction that occurs in-person, on school grounds, and overlaps the teacher contractual day but occurs outside the student day shall be referred to as supplemental instruction and be compensated at half of the home instruction rate listed in F.1 above.
3. The fee for assigned instruction that is held virtually and outside of the teacher contractual day shall be referred to as virtual home instruction and compensated at the per hour rate of \$60.
4. If the instructor confirms the appointment by communicating with a parent/guardian on the day of scheduled home instruction and the student or parent/guardian fail to cancel before the instructor arrives at the meeting place, the instructor will be paid half of the instructional rate listed in F.1 above. Payment for canceled assigned instruction shall not apply to either supplemental instruction listed as F.2 or virtual instruction listed as F.3 above.

- G. Consistent with past practice, the Board agrees to assign employees who volunteer to do so, projects on curriculum development and course of study revision when such projects need to be done outside the normal school day.
1. Adequate notice shall be provided through email so that interested teachers can apply for these projects. Whenever possible and applicable, at least one representative from each of the schools will be chosen to perform curriculum development and course of study revision.
 2. Payment for these projects shall be as follows:
 - a) Writing a new curriculum or course of study per person per project \$2,600.
 - b) Writing a new curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.a).
 - c) Revising an existing curriculum or course of study per person per project \$1,300.
 - d) Revising an existing curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.c).
 - e) Modifying existing curriculum as necessary to comply with federal and/or state guidelines and/or mandates will be paid at per diem rate, as per E.1. of this Article.
 3. Payment for writing curriculum will be paid in two installments, half on 11/30 and the remainder on 5/30 by separate pay line on the same direct deposit check.
- H. When a payday falls on or during a school holiday, vacation, or weekend, unit members shall be paid on the last previous working day.
- I. Employees will receive their final pay on June 30th. Those with exceptional deductions shall be paid within three (3) working days with approval by the Superintendent or the Superintendent's designee.
- J.
 1. Payment for Extracurricular Activities will be paid on 11/30 and 5/30 by a separate paycheck from the normal bimonthly one.
 2. Payment for Athletics will be paid on 11/30, 3/15 and 5/30 by a separate paycheck from the normal bimonthly one.
- K. All checks will be distributed via direct deposit and there will be no hard checks issued as all employees will receive electronic paycheck stubs.

ARTICLE VII
PERSONAL LEAVE

- A. Every employee will be granted personal leave in the amount described below without salary deductions.
- B. Personal leave must be requested and approved by the Superintendent at least five (5) school days in advance of the time for which such leave is requested. Emergency events not predictable five (5) days in advance will be considered immediately.
- C. Personal Leaves are defined as and may be taken as follows:
 - 1. Three (3) days will be granted for unchallenged reasons. Employees may carry over up to three (3) unused unchallenged/personal days into the beginning balance for the following year to a maximum of six (6) days per contract year. Any unused unchallenged/personal days beyond a maximum of six (6) shall be placed into the employee's accumulated sick leave bank if not used during a contract year.
 - a) These days may not be taken on a school day immediately proceeding or following school calendar holidays and including NJEA convention days with the exception that in the event of the graduation of the employee, spouse, or child, one day may be used on the day before or after a school calendar holiday. Requests for other exceptions should be put in writing to the Superintendent and will be granted at the Superintendent's discretion.
 - b) No more than 15% of the employees in each building will be granted an unchallenged personal day at a given time.
 - 2. Bereavement Days - to be taken at the time immediately following a relative's death, or within a 30 day period following the death for the purpose of attending funeral / memorial services as follows:
 - a) Death in Immediate Family - 5 days per occurrence for death of spouse, children, step-children, employee and spouse's parents, step-parents, and employee and spouse's sibling. Death of employee's significant other, as well as employee's significant others relative, as defined above shall also be covered by this Article. The Board reserves the right to verify bereavement leave as necessary.
 - b) Three days for other immediate family members living in employee's household.

- c) Other Family Deaths
 - 1) One day per occurrence (two days if overnight travel is involved) for death of employee's/ spouse's/significant other's great grandparents, uncle, aunt, niece, nephew, or first cousin
 - 2) Two days per occurrence without the travel requirement for grandparents and grandchildren
- 3. Jury Duty - Amount of time necessary to comply.
 - a) The Board will pay the difference between jury duty pay and the average daily earnings of the employee.
 - b) The employee must present a completed form which is obtained from the court at the time of services proof of jury duty.
- 4. Court Order - Amount of time necessary to comply. Not applicable if the employee is found guilty as a party to the Court proceedings.
- D. Days taken under C.2 thru C.4 will not count as unchallenged days as listed in C.1 above.
- E. Additional personal leave with pay may be granted by the Superintendent at his discretion.
- F. Other requests for emergency and/or personal leave without pay shall be discussed with the principal and shall be forwarded to the Superintendent with appropriate recommendations for discretionary action by the Superintendent as approved by the Board.

ARTICLE VIII
SICK LEAVE

- A. Pursuant to 18A:30-1, Sick leave is hereby defined to mean the absence for his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

Sick leave days shall be granted as follows:

1. Ten month employees shall be entitled to 10 days.
 2. Twelve month employees shall be entitled to 12 days.
 3. Unused sick leave days are to accumulate as long as the employee is employed in the district.
- B. Employees taking five (5) consecutive sick days may present a physician's certificate attesting to capability to perform job duties and signifying freedom from any communicable disease.
1. The school medical examiner will make an examination within two (2) school days of the return school at no cost to the employee if the employee does not present a physician's certificate.
 2. Any employee absent for other than legitimate use of sick leave and personal leave as contained in this Agreement, or without direct approval of the school administration shall not be paid for non-fulfillment of contract in proportion to the amount of time of said absence.
- C. On missed days beyond accrued sick leave.
1. Employees contracted for ten months will have deducted 1/200th of their contracted salary for each day of absence in excess of their accrued sick leave.
 2. Employees contracted for twelve months will have deducted 1/240th of their contracted salary for each day of such absence in excess of their accrued sick leave.
- D. Each employee shall be apprised of the amount of unused sick leave including the ten days for the current year by the first pay period in October.

E. Payment for unused sick leave will be made to an employee who receives a pension immediately upon retiring from service in accordance with the Teachers Pension and Annuity Fund and PERS, and pursuant to law.

1. Payment of Sick Days in all categories will be as follows. Payments less than \$2,000 shall be paid by payroll check. Amounts in the amount of \$2000 or higher shall be placed into a 403(b) Post Retirement account. Unless otherwise agreed to by the parties, payments shall be made on July 30th following the date of retirement.

Employees who do not provide retirement notice by May 1st will receive payment on July 30th of the following year. Exceptions will be made for emergency medical reasons upon receipt of medical documentation from a physician.

<u>Group A</u>	
<u># of Days</u>	<u>2022-2027</u>
1-60 days	\$59.00
61-90 days	\$61.00
91+ days	\$81.00

Example: 100 days: $100 \times \$81.00 = \$8,100.00$

<u>Groups B & C</u>	
<u># of Days</u>	<u>2022-2027</u>
1-60 days	\$53.00
61-90 days	\$55.00
91+ days	\$75.00

Example: 100 days: $100 \times \$75.00 = \$7,500.00$

2. Staff who provide notice of intent to retire to the Board at least (6) six months in advance of the date they plan to retire (ex. January 1 notice for July 1 retirement date) shall be paid a \$250 bonus in their final paycheck.

F. For employees who begin employment during the school year, or for those existing employees who do not begin the contract year, but return from a leave of absence prior to completion of the school year, the Board will grant one day of sick leave for each month remaining in the school year.

G. Payment of accumulated sick leave as indicated in (E) above will be made to any employee's estate if that employee dies while in service.

ARTICLE IX
SABBATICAL LEAVE

- A. The purpose of a sabbatical leave is to assist a member of the professional staff to become more valuable as an educator for the Lenape Regional High School District.

For purpose of this article, professional staff includes teachers, media specialists, guidance counselors, nurses, and child study team members.

- B. A member of the professional staff may be granted a sabbatical leave after seven (7) years of consecutive employment in the Lenape Regional High School District.
- C. Sabbatical leave may be granted for such purposes as:
1. Professional study at an accredited college or university
 2. Approved research or study
 3. Professionally related travel with study under the auspices of an accredited college or university
- D. Sabbatical leave may be granted at the sole discretion of the Board.
1. The Board will consider program value and seniority of service.
 - a) Study and/or courses to be taken must be directly related to the employee's current professional assignment.
 - b) or, meet a need deemed essential by the Board of Education
 2. No more than three (3) staff members will be granted a sabbatical leave during a given school year.
- E. Application for Sabbatical Leave:
1. Must be made no later than January 1, preceding the school year of the intended leave.
 2. Must contain a detailed written statement attached to the application giving the purpose of the leave, plan of activity to be pursued and anticipated value of the experience to the individual in improving his professional competency and ability to serve the District.
- F. The sabbatical leave time period is one contractual year; September through June.

- G. Reimbursement will be as follows:
1. Awards granted will be at 50% of the salary the staff member would have received if he remained on duty.
 2. Payment or reimbursement will be made in accordance with regular payroll dates.
 3. Reimbursement amount set in G-1 cannot be increased due to changes in degree status or credits while employee is on sabbatical leave.
- H. An employee on sabbatical leave must carry a minimum academic graduate load of twelve (12) semester hours (or equivalent) for each semester on leave.
- I. Sabbatical leave time shall be recognized for the purpose of salary increment and pension eligibility.
- J. General conditions governing a sabbatical leave:
1. Five contractual years must have passed since the first sabbatical for an employee to become eligible for another
 - a) Applicants for the first time will be given preference over second time applicants.
 2. The employee shall agree in writing to return to his position (or a comparable one selected by the administration) in the school district for a period of at least two (2) years following the completion of his leave.
 - a) In the event, the employee does not return, he shall reimburse the board for the amount of money received while on sabbatical leave.
 3. Upon returning to school, the employee shall submit a written report to the Board containing all pertinent data and information on his activities during the sabbatical leave in verification of the stated purposes made in the original application.
 - a) If the Board finds the report does not verify the approved program (IX E.2), the Board, at its discretion may seek reimbursement of up to one-half (1/2) the amount the district paid to the employee while on sabbatical leave.

ARTICLE X
MATERNITY/CHILD REARING/ADOPTION LEAVE OF ABSENCE

A. DEFINITION

1. Maternity Leave - The actual period of disability due to a pregnancy or a related illness.
2. Child Care Leave - A leave of absence without pay available to men and women for care of a child.
3. Adoption Leave - A leave of absence without pay available to men and women for the care of a newly adopted child.

B. Maternity leave shall commence on a date requested by the employee and certified by the physician as being within the period of disability. (Normally deemed to be thirty calendar days before and thirty calendar days after the anticipated date of delivery)

- a) Maternity leave will be with pay to the extent of any accumulated sick leave earned.

C. Child care leave will be granted by the Board commencing on a date immediately subsequent to the maternity component. Such leave may continue for a period not to exceed eighteen (18) calendar months. Adoption leave will be granted by the Board commencing on the date of the child is taken into custody with intention to adopt. Such leave may continue for a period not to exceed eighteen (18) months. Child care or adoption leaves shall be without pay or other compensation. For teachers the expiration of such leaves shall be the beginning of a school year or semester. All other employees may return from such leave at any time, with at least thirty days advance notice.

D. Employees desiring to take a leave of absence under the provisions of the Family Leave Act must request such leave in writing and provide appropriate supporting medical documentation. FMLA and NJFLA shall be utilized concurrently for the same event but consecutively with different events, sick, vacation, and personal time.

E. A parent requesting a child care leave shall be eligible for such leave beginning on the child's date of delivery.

F. The length of a child care leave for a non-tenured employee shall be no longer than the duration of the contractual year in which the leave is granted.

- G. Upon return from leave, the employee shall be reinstated to the same or similar position.
- H. Advancement on the salary guide to the next full step will occur if the employee physically worked during the contracted year, without using more than half of the annual allotment of sick and personal days:
 - 10 month employees – 90 school days
 - 12 month employees – 115 school days
- I. The Board may grant an extension for a reasonable length of time.

ARTICLE XI
INSURANCE COVERAGE

A. MEDICAL COVERAGE

The Board shall provide eligible bargaining unit members and dependents, effective July 1, 2017 their choice of one of the following medical insurance coverage:

Horizon Direct Access Design 7 Education 15

Paraprofessionals employed by the Board full-time after July 1, 2022 shall be eligible for single/member coverage only, and have the option to purchase dependent coverage at the full rate the insurance provider charges the Board for such dependent coverage.

Paraprofessionals employed by the Board full-time prior to July 1, 2022 shall remain eligible for dependent medical insurance coverage.

In the event that the BOE contracts with an alternate medical insurance carrier, the plan of reference for “equal to or better than” shall be Horizon Direct Access Design 7 Education 15 in effect June 30, 2017. Current co-insurance rates, copays, and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Plan at which time the SEHBP co-insurance rates, copays and deductibles would be in effect.

Eligible members shall contribute toward their respective medical coverage premiums based on the following salaries and percentages:

Pensionable Salary	Percentage of cost of selected plan
\$ 0 - \$49,999	7.00 %
\$50,000 - \$64,999	14.00 %
\$65,000 - \$74,999	22.00 %
\$75,000 - \$99,999	26.00%
\$100,000+	28.00 %

An employee, though eligible, who declines coverage, thus electing not to participate in the District’s medical plan, will not be subject to contributions pursuant to statute.

B. MARRIED EMPLOYEE COVERAGE: MEDICAL, PRESCRIPTION & DENTAL

Where spouses are both employees of the District, they must enroll as couple (or family) coverage. No duplication of coverage will be provided.

There will be no rebate offered for those employees who decline coverage.

C. PRESCRIPTION COVERAGE

The Board shall provide eligible bargaining unit members and dependents, effective April 1, 2013, the following prescription insurance coverage provided through Express Scripts.

In the event that the BOE contracts with an alternate prescription insurance carrier, the standard of reference for “equal to or better than” shall be the SEHBP Rx plan in effect July 1, 2008. Current copays and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Rx Plan at which time the SEHBP Rx copays and deductibles would be in effect.

Eligible members shall contribute toward their respective prescription coverage premiums based on table listed in letter A of this Article.

An employee, though eligible, who declines coverage, thus electing not to participate in the District’s prescription plan, will not be subject to contributions pursuant to statute.

1. Prescription Plan employee co-payments will be as follows:

Brand Name	Generic	Mail Order Brand Name	Mail Order Generic
\$10	\$3	\$15	\$5

2. In the event that spouses are both unit members, there shall be no duplication of prescription coverage. All dependents who would have been eligible for coverage had both members maintained coverage shall continue to receive prescription drug benefits. Should there be any change in status due to death, divorce, resignation, retirement, etc. the previously non-covered member will immediately be enrolled in District Prescription plan.
3. Effective 2/1/01, retiree prescription coverage will be deleted for those retirees and spouses eligible for SHBP prescription coverage.
4. Unless otherwise prescribed by a licensed physician, generic drugs shall be dispensed.
5. Any prescribed drug which is or will become offered and available “over-the-counter” shall be deleted from the prescription plan covered by this agreement.

D. DENTAL COVERAGE

The Board will pay 100% of the cost for the following levels of dental coverage provided through Delta Dental.

In the event that the BOE contracts with an alternate Dental insurance carrier, the standard of reference for “equal to or better than” shall be Delta Dental plan in effect July 1, 2008.

Eligible members shall contribute toward their respective dental coverage premiums based on table listed in letter A of this Article.

1. For Employees, Spouse and Children: 100% coverage for Preventative and Diagnostic Services, 85% for Remaining Basic Services, 50% for Crowns and Prosthodontics Services.
2. A calendar year maximum benefit of \$1,500 per patient.

E. MEDICARE REIMBURSEMENT

The District will not be required to provide reimbursement for Medicare Part B premiums.

F. RETIREE DENTAL

Unit members with a hire date on or after July 1, 2003 who retire from the district with 30 years or more of service shall no longer be entitled to dental coverage. Such entitlement shall accrue to unit members and/or spouses.

G. Nothing in this Article prohibits the Board from unilaterally contracting with alternate health care insurance companies provided that a program equal to or better than the plan in place on July 1, 2008 is procured. Prior to the effective date of such change, the Board shall provide the Association with 60 days’ notice.

In addition to the program equal to or better than the plan in place on July 1, 2008, the Board may also offer benefit plan options which may provide flexibility in employee choice regarding price and coverage level. For example, the Board may choose to offer a high-deductible, high co-pay plan that would be a less expensive option in terms of employee payroll contribution.

H. Medical, dental and prescription coverage will terminate on the last day of the month in which the employee separates from District service. Ten month employees who are employed through June 30 will retain their medical, dental, and prescription coverage through August 31 of that year.

ARTICLE XII
TAX SHELTERED ANNUITY AND FEDERAL TEACHERS CREDIT UNION

- A. The Board shall authorize a salary reduction for the purpose of a tax sheltered annuity program. Under the law, this is the only obligation of the Board.
- B. The Board shall authorize a salary deduction for the ABCO Federal Credit Union.
- C. After deductions have been received on time by the agencies involved, the Association will hold the Board harmless for any liability to the Association or its members.
- D. Contributions to Tax Sheltered Annuity programs shall be in accordance with the provisions of IRS Regulation 403 (b).

ARTICLE XIII
EVALUATIONS

A. NUMBER OF EVALUATIONS

1. All non-tenured teachers shall be evaluated not less than three (3) times during their contract year.
2. All other non-tenured employees shall be evaluated not less than two (2) times during their contract year.
 - a) Non-tenured employees who have been present less than a full school year shall be observed on a pro-rated basis of the applicable number of evaluations.
3. All tenured teachers shall be evaluated not less than two (2) times during their contract year.
4. All paraprofessionals shall be evaluated not less than one (1) time during their contract year.
5. All tenured secretaries/clerks shall be evaluated annually.
6. Evaluations required for the consideration of non-tenured employee's contract renewal shall be completed at least fifteen (15) calendar days prior to the date set for the notification of non-renewal of contracts for non-tenured teaching staff as provided by statute 18A:27-10.

B. PROCEDURE FOR EVALUATIONS

1. Evaluations for teaching personnel shall be based on at least one observation of one full class period.
2. Evaluation for Paraprofessionals shall be based on observation of one class period or portion thereof as determined by the supervisor.
3. Evaluations for non-classroom personnel shall be for a period of time or method (i.e., evaluation of completed work) determined by the Supervisor.
4. All evaluation procedures (observation, review of work, etc.) shall be done openly with the full knowledge of the person being evaluated.
5. An evaluator can evaluate only one person at a time. The Supervisor shall give prior notice to personnel being observed in a team-teaching situation which portion of the period she/he will be observed as an individual.

C. OBSERVATION / EVALUATION CONFERENCE

1. An employee to be evaluated will be given a copy of the evaluation report prior to the conference.
2. Evaluation conference shall occur within ten (10) working days of the observation.
3. Conferences shall occur within the school day.
4. No employee shall be required to sign a blank or incomplete evaluation form.
5. There shall be no requirement for an employee to complete a self-evaluation form. Such a form may be completed voluntarily; however, the results shall not be used as a part of an evaluation report.

D. COPIES OF EVALUATIONS

1. The evaluated person shall have ten (10) working days to sign the report and/or submit a written rebuttal.
2. Failure of the evaluated person to sign the report within the designated time period shall not preclude placing the report in their file.
3. The signature of the evaluated person shall not establish agreement or consent with the contents but shall indicate that the person has seen the document and is aware of its contents.

ARTICLE XIV
PROFESSIONAL IMPROVEMENT

TEACHER/ TRAINER/SECRETARIES/PARAPROFESSIONALS

A. Employees that are currently employed in the district and who are attending an accredited school, college, or university shall be reimbursed according to the following criteria:

1. Group A Personnel

Any undergraduate or graduate course in the field of education shall be reimbursed at no more than 100% of tuition/registration/fees as per the guidelines and procedures described in this article. To be eligible for tuition reimbursement the employee must attain at least a grade of B.

2. Group B & C Personnel

Any courses taken which improve the employee's ability to perform their duties and are related to their field of employment shall be approved and reimbursed pursuant to B.6.

3. Athletic Trainers

The current practice of reimbursing trainers for Continuing Education Units (C.E.U.s) needed to renew their certificate shall continue for the duration of the agreement.

4. Nurses

Nurses shall be reimbursed for Continuing Education Units (CEU's) needed to renew their Registered Nursing License.

B. PROCEDURE

1. Request for reimbursement should be made on the form provided by the Office of Superintendent at least three (3) weeks but no more than six (6) weeks prior to enrollment in the course(s).
2. The cost of tuition, registration, and fees paid to the accredited school, college or university shall be reimbursed up to the exact cost of the limits delineated in B.6.
3. The cost of these benefits will be charged to and considered expended in the year (September 1 to August 31) in which the course begins.

4. No funds under this article will be allocated to an employee on any leave status or sabbatical.
5. Reimbursement shall be based on furnishing satisfactory proof of payment to the accredited school, college, or university and by the submission of an official document indicating the employee successfully completed the course work or training.
6. The Board will limit the total amount of funds expended for this Article to the amounts indicated below:

District Maximum	\$250,000
Sect/Para/Clerk Max	\$1,500

The funds will disburse in the following manner:

- a) The Board will reimburse secretaries/paraprofessionals/clerks according to the district maximum above and will reimburse athletic trainers/nurses for CEUs needed to renew their certificate/license.
 - b) The Board will maintain a list of Group A employees who apply for tuition reimbursement during the budget year (up to a maximum of 8 credits per teacher/trainer).
 - c) By October 31st of the following budget year Group A employees must provide satisfactory proof of payment and completion of course work or training.
 - d) The Board will count the number of credits Group A employees applied for and divide the remainder of the district maximum (i.e. district maximum less amounts in 6.a) by the number of credits applied for in 6b.
 - e) Each Group A employee will receive the per credit amount for each credit applied for up to the cost of tuition/reimbursement/fees.
 - f) Any funds that remain will be applied to the next budget year.
 - g) Reimbursement will be issued by December 15th.
 - h) Must be currently contracted employee as of reimbursement date.
- C. The Board will provide a minimum of 10 hours of in-service annually that satisfy the requirement of the State Professional Standards Board.

ARTICLE XV
TEACHING ASSIGNMENTS

- A. The scheduling of classes for the benefit of students being paramount, the following procedure will be used in the development of teaching assignments:
1. At least two (2) weeks prior to the general distribution of the teaching assignments for the following year, a maximum of two (2) Association representatives per building shall be permitted to examine and analyze the projected teaching assignments.
 2. During the two week period of examination the Association representatives shall be permitted to meet and confer with the building Principals regarding concerns over the projected assignments.
 - a) The Association representatives may offer possible solutions to any concerns.
 3. If the Association's concerns remain unsolved after the meeting with the building Principal (s), the Association may inform the Superintendent of the problem and the solutions offered.
- B. Article XV.A. shall not be subject to paragraph E of Article IV.
- C.
1. The Board will pay teachers assigned 6 course sections an annual pro-rated stipend of \$7,000. These monies shall be pensionable. Should a teacher's schedule decrease in a future year, any overall lessening of salary shall not be deemed in violation of NJSA 18A.

Science teachers assigned 4 lab course sections, plus 1 non-lab section an annual pro-rated stipend of \$5,250. Science teachers assigned 3 lab course sections, plus 2 non-lab sections an annual pro-rated stipend of \$3,500. Science teachers assigned 2 lab course sections, plus 3 non-lab sections an annual pro-rated stipend of \$1,750. The definition of the terminology "lab course section" referenced here is a 6-credit lab science course which involves additional instructional minutes per period, and specifically excludes a 5-credit (lab and non-lab) science course which is contained within the normal instructional minutes per period.
 2. Assignments discussed in C.1. will first be offered to qualified and available department members by seniority. If there are no available department members interested, then assignment will be made in reverse order of seniority to qualified and available department members.

Special Education teachers in self-contained program areas including Multiple Disabled, Behavioral, and Autistic may be offered a sixth class, within the self-contained program, including individual studies, based on program needs and regardless of departmental seniority.

3. Two instructional curriculums being taught concurrently in the same class by the same teacher, as defined by two separate course numbers, shall be considered instructional classes and be paid at one-half the rate of C.1. No staff member will have more than six (6) course sections.
4.
 - a) Two special education instructional curriculums being taught concurrently in the same class by the same teacher, as defined by two separate written curriculums shall be considered multiple instructional classes and be paid at one-half the rate of C.1.
 - b) Teaching multiple sections of Individual Studies in a period does not qualify for additional pay.
 - c) Special education and ESL teachers may be assigned six course sections (in accordance to seniority as outlined in C.2. above) as well as multiple curriculums. They can be reimbursed up to two multiple curriculums or six courses.
- D. Department Coordinators shall have a normal teaching schedule of five course sections. Science Department Coordinators shall have a normal teaching schedule of five course sections, or a normal teaching schedule of four course sections if at least one of the courses is a lab course section as defined above in C.1. The Board shall have the right to make a one-year exception to these schedules in emergency situations subject to Article XV A.2. and C.2.
- E. Any teacher assigned five or more different instructional class preps shall get two (2) full class prep periods.
- F. No employee shall hold more than one position, as delineated under Article XXIV that occurs during the student school day.

ARTICLE XVI
EMPLOYEE DAY AND CALENDAR

A. WORK DAY

1. The workday of the certified staff shall not exceed an average of seven (7) hours and forty (40) minutes. The Board reserves the right to modify professional staff beginning and ending work times and passing time schedules. Such rights shall be in accordance with the provisions of Article XV A.2 and C.2 and will not change the total length of the professional staff day as indicated in this paragraph.
2. The work day for para-professionals and interpreters shall not exceed seven (7) hours and (15) minutes.
3. The work day for Group B personnel shall not exceed eight (8) hours, including a duty-free lunch period of 60 minutes duration.
4. All employees shall be required to follow building procedures for each arrival and departure.
5. Employees shall work half of their contractual hours on an approved half-day morning or afternoon absence.

B. SUMMER WORK DAY

1. The board at its discretion may continue the practice of the four day summer work week as instituted during the summer of 1994.
2. Should the Board not implement B.1 the following shall be operational. All full time twelve (12) month secretaries and ten (10) month per diem employees shall work seven (7) hours per day as summer hours, including a one (1) hour uninterrupted lunch hour, beginning the day following the close of school and continuing until the first day of school in September.
3. All full time ten (10) month secretaries are eligible during the last week of June only for the four day summer work week schedule outlined in 1. and 2. above if they work on August 31st when August 31st falls on a Monday.

C. WORK YEAR

1. The work year for certified staff shall not exceed one hundred eighty six (186) days except for new personnel who may be required to attend two (2) additional orientation days.
2. The work year for para-professionals and interpreters shall be the same as that for the teachers.
3. The work year for all twelve (12) month secretarial employees shall be from July 1 through June 30 of each year.
4. The work year for all ten (10) month attendance clerks and secretarial employees shall be from September 1 through June 30 of each year.
5. The work year for the 12 month Athletic Trainers shall be July 1 through June 30. 12 month Athletic Trainers shall be given 20 days of vacation.
6. The work year for 10 month Athletic Trainers shall be 10 months beginning at the official start of the fall sports season.

D. DUTY FREE PREPARATION TIME

1. An undivided duty free preparation period shall be scheduled for teachers every work day. Any departure from the normal daily duty free prep period shall be resolved by Administration and Building Rep on a case by case basis with such resolution being based upon an average of five (5) preps per five (5) day cycle.
2. Guidance Counselors, CST, Nurse and Media Specialists shall be scheduled a duty free prep time equivalent to that granted to a classroom teacher.
3. Employees covered by this agreement shall not be required to serve as substitutes during their scheduled preparation time or common planning time, except in emergencies as determined by the Superintendent or the Superintendent's designee. In the event that a member is required to serve as a substitute during a preparation period or common planning time period, the member will receive \$50. In the event that a member is required to serve as a substitute during a lunch or midday preparation period, the member will receive \$25.

4. a.) The Board will continue the practice of providing Group A & C Personnel who volunteer to proctor after school administrative detention or an after school student holding area, with morning flex time or an hourly rate of \$30.00 per hour.
- b.) Group A & C Personnel who volunteer to proctor a before school student holding area with an hourly rate of \$30.00 per hour.

E. DUTY FREE LUNCH

1. Group B personnel shall be entitled to a duty free lunch period of 60 minutes duration.
2. Employees covered by this Agreement may leave the building during their scheduled lunch periods upon signing out.
3. Group A shall be allotted a duty-free lunch period that is not less than 25 minutes duration.
4. Group C shall be allotted a duty-free lunch period that is not less than 50 minutes duration.

F. OVERTIME AND COMPENSATORY TIME

Overtime is defined to mean any approved time spent at one's regular or assigned duties either before or after regular daily work hours.

1. Compensation for administratively approved secretarial or clerical overtime shall be either 1 1/2 times the employee's regular wages or accumulated compensatory time provided that the paid hours in a given work week exceed forty (40) hours. The method of compensation shall be determined by the Superintendent upon the request of the employee and with the recommendation of the employee's immediate Supervisor.
2. Group C personnel shall be compensated for supervision of student(s) before or after the contracted school day for club meetings or special events, excluding athletics and extracurricular seasons, at the same hourly rate of the chaperones. (no minimum hours) Paraprofessional pay for student supervision for an athletic or extracurricular season shall be paid at two-thirds the Assistant rate found in Salary Schedules 5 and 6.
3. Group C Personnel performing Interpreting services for student(s) before or after the contracted school day shall be paid an hourly rate of \$35.00.

G. ATHLETIC TRAINERS

1. The work week of the 12 month and 10 month Athletic Trainers from the official start of the fall sports season to the end of the spring sport season shall not exceed 45 hours per week. The remainder of the year the work week for the 12 month Athletic Trainer shall be the same as that of Group B.
2. Any hours worked over 45 hours per week shall be compensated at 1.5 times the hourly rate of that trainer.
3. Athletic trainers who work on Sundays, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Sunday, Memorial Day, Juneteenth, Independence Day, Labor Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day will be paid at 1.5 times their hourly rate. In the event that any holiday hours exceed the normal 45 hour work week, only 1.5 times the regular hourly rate will be paid for such holiday hours worked.

H. INSERVICE TRAINING

1. Inservice training may be conducted for up to 30 minutes beyond the standard employee workday a maximum of four times per semester. In the event that training is conducted more frequently or in longer duration than the above timeframes, compensatory time shall be granted by shortening the end of the day commitment of the teaching staff member. This provision shall not apply to either the New Teacher Induction workshops or Research for Better Teaching. The scheduling of these shall be at the discretion of the district.
2. The Board will provide Nurses and Athletic Trainers professional time on (1) one mutually agreeable in-service date per year (when students are not in school) to attend self-directed seminars and/or training required to maintain professional licenses.

I. Impact of True Eight Period Day. Each teaching staff member shall receive an additional semester of duty period and an additional semester of undivided preparation period. The scheduling of these additional semesters of duty and undivided preparation period shall be at the sole discretion of the District.

J. In event that schools are dismissed early for inclement weather, unit members may leave no later than ½ hour after students are dismissed.

- K. In addition to the undivided duty free preparation period noted in D.1., full time classroom teachers shall receive midday preparation time for 90 of the 180 school days. This midday preparation time will be scheduled during the students' lunch and learn midday periods. Science teachers who teach labs during the lunch and learn midday periods will be provided with additional duty free preparation time equal to or greater than other classroom teachers. The scheduling of the additional preparation time shall be at the sole discretion of the District.
- L. Common Planning time is time set aside in a classroom teacher's schedule for professional responsibilities. An effort will be made to build Common Planning Time into teacher schedules to maximize collegial opportunities for like disciplines/courses. Common Planning Time will be dedicated to self-directed professional responsibilities, including but not limited to:
- Cooperatively and/or individually preparing for lessons
 - Designing assessments linked to curriculum and time for discussion
 - Analyzing data
 - Diagnosing issues with curriculum
 - Discussing pedagogy with colleagues
 - Collectively review and revise current practice with curriculum
 - Participating in PD to improve personal professional practice in content and/or pedagogy
 - Conducting PD to share best practices
 - Administration may direct the use of Common Planning Time to schedule a meeting, invite in a guest speaker, or provide professional development for district, state or federal requirements, but will not assign student supervision duties during Common Planning Time.

Staff shall remain in the building during this time, unless need for absence/travel is specifically approved in advance by the Administrator.

ARTICLE XVII
PART TIME STAFF

- A. When part-time certified staff is employed, the following will apply:
1. Pay will be based on a nine period day.
 2. Part time staff will be paid for one period beyond their designated assignment schedule.
 3. Benefits will be awarded if the employee's assignments and additional period (2 above) represent more than fifty (50) percent of the nine period day.
 4. Sick days will accumulate on the prorated basis.
- B. When part-time paraprofessional staff is employed, the following will apply:
1. Pay will be pro-rated based upon percentage of contractual hours worked.
 2. Benefits will be awarded if the employee's assignments total 25 hours or greater per week.
 3. Extra time worked by paraprofessional staff as listed in Article XVI, including but not limited to class coverage, am/pm supervision, and athletic/extracurricular positions, shall not count toward benefit eligibility.

ARTICLE XVIII
ASSOCIATION RIGHTS AND PRIVILEGES

- A. Upon reasonable request by the Association the Board agrees to make known to the Association when and where it may obtain such information as requested which the Board is required by law to release and to make available to the public.
- B. **RELEASED TIME FOR MEETINGS**
1. Whenever the representative of the local Association or any employee participates during work hours in grievance proceedings, conferences, or meetings, he shall be given release time when the meeting is demanded by the Administration.
 2. All Association officers and representatives shall have release time to attend Lenape District Education Association meetings 15 minutes after the dismissal of the last group of district students on the meeting day. Meetings shall be limited to twice per month.
- C. **SPEAKING AT ORIENTATION MEETINGS**
1. An Association representative may speak to new employees and/or Association members concerning Association business provided he requests same prior to the meeting and receives approval from the Superintendent or designee.
- D. The Association and its representatives shall be permitted to use school buildings at reasonable hours for meetings, provided the Association representative requests prior approval from the building principal.
- E. The Association shall be permitted to use school buildings and equipment, including computers, copiers, calculators, and audiovisual equipment, when such equipment is not otherwise in use. The Association shall request prior approval for such use and pay for the reasonable costs of all materials and supplies incident to such use. Such equipment shall not be permitted to be taken off premises.
- F. **BULLETIN BOARDS**
- The Association shall have, in the school buildings, the exclusive use of a bulletin board in employee lounges and dining rooms.
- G. **MAIL FACILITIES AND MAIL BOXES**
- The Association shall have the right to use the school mail boxes for distribution of Association notices, newsletters, meeting announcements, etc. The Association will not distribute any materials that bear the name of any outside organization or firm that could be interpreted as a solicitation from said organization or firm.

H. The rights and privileges of the Association and its representatives set forth in this Agreement shall be granted to the Lenape District Education Association as the exclusive representative of the employees covered by this Agreement, and to no other organization.

I. RELEASED TIME FOR ASSOCIATION OFFICERS

1. The Board will provide the President, Vice President, Secretary, and the Treasurer of the LDEA with a duty free period. There shall be only one Vice President per building and only one duty free period per Vice President.
 - a) This released time will be used by the officers to perform their Association duties.
 - b) Lunch and preparation time will not be considered as a part of the released time.
2. If the President and Secretary are assigned in the same building, the release time period shall be the same.
3. Released time is not to be construed as a reduction in the typical class assignment of a member of the officer's teaching department.

J. ASSOCIATION PAYROLL DUES DEDUCTION

The Board agrees to deduct from the salaries of the employees covered by this Agreement dues for the Lenape District Education Association, the Burlington County Education Association, the New Jersey Education Association and the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 of N.J. Public Laws of 1969 (N.J.S.A. 5 2:14-15.99) and under rules established by the State Department of Education. The district shall be responsible for disbursing such monies to the appropriate Association as indicated by the appropriate representative of the LDEA. The Association shall be responsible for administering the membership dues roster. Disbursement shall be by the 15th of each month following the monthly pay period in which deductions are made.

L. The school calendar, including the schedule for marking periods shall be supplied to the Association before it is sent to the Board for approval. The Board shall be informed of the Association's concerns.

ARTICLE XIX
EMPLOYEE RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Law of 1974, the Board hereby agrees that every employee covered by this Agreement shall have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any aforementioned employee in enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the constitutions of New Jersey and the United States. The Board also agrees that it shall not discriminate against any aforementioned employee with respect to hours, wages, or any terms or conditions with respect to employment by reason of his membership in the Association and its affiliates, his participation, or involvement in collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.

B. EVALUATION OF STUDENTS

The employee shall have the right and responsibility to determine grades and other evaluations of students within the policies of the Lenape Regional High School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade shall be changed or modified without notifying the employee involved.

C. CRITICISM OF EMPLOYEES

Any questions or criticism by a Supervisor, Administrator, or Board member of an employee and/or his methodology or any question or criticism by an employee of a Supervisor, Administrator, or Board member shall be made in confidence and not in the presence of students, parents, or at other public gatherings, except those acts which must be taken by law at a public meeting.

D. REQUIRED MEETINGS OR HEARING

Whenever any individual covered by this Agreement is required to appear before a Supervisor, Assistant Principal, Principal, the Board, or Superintendent concerning any matter which would result in termination of employment or the withholding of an increment for that individual, prior written notice of the reasons for such meeting or interview shall be given and the individual shall be entitled to have a representative of the Association present at such meeting or interview.

- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- F. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.
- G. The Board and Association agree that there shall be no discrimination in regard to terms and conditions of employment on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expressions, socioeconomic status, disability, nationality, or because of their liability for service in the Armed Forces of the United States.
- H. Unit member's children who reside with the unit member outside the District may enroll the child (children) in District school (s) without tuition.
- I. All employees covered by this Agreement shall be notified of their contract and salary status for the ensuing year no later than the date established by N.J.S.A. 18A:27-10.

ARTICLE XX
EXTRA CURRICULAR ACTIVITIES

A. DEFINITION

Extra-curricular activities are set forth on the extra-curricular and coaching guide and include those activities not specified as part of the teaching and duty assignments scheduled in the regular work day, work week or work year as defined in this Agreement or as established by past practice.

1. Date of Posting - When school is in session, a notice shall be posted in each school as far in advance as possible, ordinarily at least fifteen (15) school days and in no event less than ten (10) school days before such date. A copy of said notice shall be emailed to the Association at the time of posting. Employees who desire to apply for said vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.
2. Application procedure - The Superintendent shall post a list of extracurricular positions to be filled during the summer period at the Board office, in each school, emailed to employees, and a copy of such notice shall be emailed to the Association.
3. Criteria for Notice - The qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.
4. Selection Procedure - All qualified employees shall be given adequate opportunity to make application.

B. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified person from outside the district pursuant to administrative code.

C. District teachers shall not be involuntarily assigned to extra-curricular positions for more than one (1) year. Any such involuntary assignments shall be made basis of reverse seniority among the pool of qualified personnel.

D. If an extra curricular activity is held by a bargaining unit member who is promoted to administration, then that position shall be posted at the end of that school year. If there are no applicants for the position, then that person may retain the position on a yearly basis. Each year the position shall be posted. (Administrators who hold extracurricular positions as of July 1, 2000 will be grandfathered for this paragraph).

ARTICLE XXI
VACATION & HOLIDAYS

- A. All twelve month Group B employees shall be entitled to paid vacation leave in accordance with the following schedule:

<u>Upon completion of:</u>	<u>Vacation Leave</u>
1 year	10 working days
5 years	15 working days
10 years	20 working days

Junior ROTC advisors shall be entitled to 20 working days vacation upon the completion of two years of service.

- B. For employees hired subsequent to July 1 and before June 30, the following will apply:
1. New employees hired after July 1 shall accrue vacation time at the rate of 1/12th their allotment per month of employment for the first year. Vacation allotment for the partial month worked shall be rounded to the next highest number.
 2. Earned vacation days cannot be taken until after June 30 following the initial date of employment.
 3. Employees hired on or before January 15th will earn 1 year of credit towards vacation eligibility.
- C. Vacation times shall be scheduled to coordinate with the work schedule and subject to the approval of the immediate Supervisor.
- D. Employees shall limit vacation to not more than ten (10) consecutive working days unless permission is granted.
- E. Ten (10) month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon the employee shall be entitled to vacation time commensurate with their total number of months worked in the district.
- F. An employee who resigns during their contracted period of employment shall have their accrued vacation time paid at their per diem rate.

- G. Generally, vacations are not to be taken during the month of June nor during the five (5) scheduled working days preceding and fifteen (15) scheduled working days following the official reporting date for the instructional staff.
1. Vacation requests by specific employees during the noted time will be considered on an individual basis; however, the efficient operation of the school district will be primary in the decision to allow such request. Such decisions will not be subject to the grievance procedures referenced in this agreement.
- H. A total of Five (5) vacation days may be carried from one year to the next. No more than 5 vacation days can be accrued at one time.
- I. HOLIDAYS
1. All employees shall be entitled to paid holidays according to the following schedule:
 - a) Independence Day
 - b) Labor Day
 - c) School calendar holidays for which the staff is not required to be present.
 2. If Independence Day falls on a Saturday, employees shall not be required to work on the preceding Friday, and if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the Friday or Monday above, the employee shall receive a "floating" holiday which will be taken on a day approved by the administration.
- J. No employee will be scheduled to work on days when school is closed due to inclement weather or other emergencies which close school to students and instructional staff.

ARTICLE XXII
TENURE & SENIORITY RIGHTS

A. TENURE

All certified teaching staff and secretarial staff shall be granted tenure in accordance with statute.

B. SENIORITY

1. School district seniority is defined as continuous service by employees in the school district and shall be based on the date of employment. In the event that two or more employees signed contracts for employment on the same date of employment, seniority priority will be determined by lottery.
2. The board shall maintain a seniority list of employees, copies of which shall be made available to the Association.

C. REDUCTION IN FORCE/RECALL (Category A & B Only)

1. In the event of a reduction in force, the employees shall be laid off in the inverse order of district seniority according to job title and consistent with statute.
2. Laid off employees will be placed on a recall list for a period of two years. In the event of a job opening in the job title on a recall list, the person(s) with the highest seniority will be offered the position by an offer sent certified mail to the person's last address. Failure to reply within five (5) working days of the receipt of notification or a subsequent failure to report for work shall result in a removal of the employee's name from the recall list.
3. Secretaries may bump into a lower classification in a seniority unit if they possess the requisite qualifications and ability to perform the functions of the job.
4. Barring student enrollment decrease, there shall be no reduction in force of existing teaching staff members as the result of the assignment of more than five course sections and four courses for lab sciences. This clause in no way diminishes the Board's right to non-renewal non-tenured staff.

D. JOB SECURITY

1. Any non-tenured certified teaching staff member may be terminated by either the Board or the employee upon written notification of at least thirty (30) days.
2. After the completion of a ninety (90) day probationary period of employment, the contract of other non-tenured employees covered by this Agreement may be terminated by either the Board or the employee upon prior notification of at least two weeks.
3. Barring student enrollment decrease and student population needs, there shall be no reduction in force of existing paraprofessional staff members as the result of the assignment of part time paraprofessional staff members. This clause in no way diminishes the Board's right to non-renewal non-tenured staff.

ARTICLE XXIII
PROMOTIONS

- A. Promotional positions are defined as those vacancies paying a salary differential and/or positions on the administrative-supervisory level, or any bargaining unit assignment to which an honorarium is attached.
1. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of new promotional positions shall be filled pursuant to the following procedures:
 - a) Such vacancies shall be adequately publicized through email to employees, including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance. In addition, the Superintendent may concurrently publicize the position outside the school district.
 - b) Said notice of vacancies shall clearly set forth the qualifications for the position. Standards of qualifications must be consistent with the position and may be changed from time to time providing notice of change shall be given in the publication for said position.
 - c) Employees who desire to apply for such vacancies shall file their applications in writing with the Office of Superintendent within the time limit specified in the notice.
 - d) Such vacancies shall be filled on the basis of fitness for the vacant position provided that when two or more equally qualified applicants request the same position, as a general rule seniority in the district shall be considered the major factor.
 - e) Interim appointments to vacancies may be made at the discretion of the Superintendent and/or the Board of Education. At no time may the experience gained from such an interim appointment be used as a qualification for filling such position on a permanent basis.

ARTICLE XXIV
TRANSFERS

- A. In this article, the term "transfer" shall mean an employee initiated request for a change to another school, the term "reassignment" shall mean a change not initiated by the employee.
1. Transfers shall be conducted pursuant to the following procedures:
 - a) Vacancies shall be adequately publicized through email to employees, including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance.
 - b) The notice of vacancies shall contain the title of the vacancy and the school where it exists. A job description will be supplied, upon request, by the Superintendent's office.
 - c) An employee must be employed in the school district at least two years before becoming eligible to apply for transfer.
 - d) Employees who desire a transfer to another school shall file their application in writing within the time limit stipulated on the announcement of vacancy.
 - e) In determining an employee's request for transfer, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the school building shall be given primary consideration.
 - f) Secretaries applying for a transfer within their own job title or classification shall not be required to take a test to determine their eligibility for the position.
 - g) Ten (10) month employees who transfer into a twelve (12) month position shall start on the same salary step held as a ten month employee.
 2. REASSIGNMENTS
 - a) Reassignments shall normally be made when a position is abolished in one school and a vacancy for which an employee is qualified occurs in another school.

- b) No vacancy shall be filled by reassignment until all requests for transfer have been considered.
- c) When reassignment is necessary, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the building shall be given primary consideration.
- d) The Board shall consider all qualified employee applicants before an involuntary reassignment is made. In the event of the need for an involuntary transfer or reassignment, all employees may request a meeting with the Manager of Personnel Services, or his designee at which time the necessity of the transfer will be discussed. In the event that an employee continues an objection to the reassignment, a meeting with the Superintendent may be requested. The employee reserves the right to request representation of the Association at any such meeting.

B. GRIEVANCE

1. Complaints arising from the administration of this policy can be made in accordance with the grievance procedure in effect.

ARTICLE XXV
DURATION OF AGREEMENT

- A. All provisions of this Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2027.

In witness whereof, the Board has caused this Agreement to be signed by its President, attested by its Secretary, and its corporate seal to be placed hereon and the Association has caused this Agreement to be signed by its President and Secretary.

LENAPE DISTRICT EDUCATION ASSOCIATION

ATTEST: Audrey O Johnson
Secretary

BY: Megand Jones
President

Date of Signing: 13 September 2022

BOARD OF EDUCATION OF
LENAPE REGIONAL HIGH SCHOOL DISTRICT

ATTEST: [Signature]
Secretary

BY: Jung H Lee
President

Date of Signing: 09/15/2022

SCHEDULE 1**TEACHER SALARY GUIDES****2022-23**

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	61,979	63,179	64,379	65,579	66,779	67,979	69,179	70,379	71,579	72,779
2	62,729	63,929	65,129	66,329	67,529	68,729	69,929	71,129	72,329	73,529
3	63,479	64,679	65,879	67,079	68,279	69,479	70,679	71,879	73,079	74,279
4	64,229	65,429	66,629	67,829	69,029	70,229	71,429	72,629	73,829	75,029
5	64,979	66,179	67,379	68,579	69,779	70,979	72,179	73,379	74,579	75,779
6	65,979	67,179	68,379	69,579	70,779	71,979	73,179	74,379	75,579	76,779
7	66,979	68,179	69,379	70,579	71,779	72,979	74,179	75,379	76,579	77,779
8	67,979	69,179	70,379	71,579	72,779	73,979	75,179	76,379	77,579	78,779
9	68,979	70,179	71,379	72,579	73,779	74,979	76,179	77,379	78,579	79,779
10	69,979	71,179	72,379	73,579	74,779	75,979	77,179	78,379	79,579	80,779
11	70,979	72,179	73,379	74,579	75,779	76,979	78,179	79,379	80,579	81,779
12	72,379	73,579	74,779	75,979	77,179	78,379	79,579	80,779	81,979	83,179
13	73,879	75,079	76,279	77,479	78,679	79,879	81,079	82,279	83,479	84,679
14	77,079	78,279	79,479	80,679	81,879	83,079	84,279	85,479	86,679	87,879
15	80,279	81,479	82,679	83,879	85,079	86,279	87,479	88,679	89,879	91,079
16	84,679	85,879	87,079	88,279	89,479	90,679	91,879	93,079	94,279	95,479
17	92,414	93,614	94,814	96,014	97,214	98,414	99,614	100,814	102,014	103,214
18	101,069	102,269	103,469	104,669	105,869	107,069	108,269	109,469	110,669	111,869

2023-24

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	63,690	64,890	66,090	67,290	68,490	69,690	70,890	72,090	73,290	74,490
2	64,440	65,640	66,840	68,040	69,240	70,440	71,640	72,840	74,040	75,240
3	65,190	66,390	67,590	68,790	69,990	71,190	72,390	73,590	74,790	75,990
4	65,940	67,140	68,340	69,540	70,740	71,940	73,140	74,340	75,540	76,740
5	66,690	67,890	69,090	70,290	71,490	72,690	73,890	75,090	76,290	77,490
6	67,690	68,890	70,090	71,290	72,490	73,690	74,890	76,090	77,290	78,490
7	68,690	69,890	71,090	72,290	73,490	74,690	75,890	77,090	78,290	79,490
8	69,690	70,890	72,090	73,290	74,490	75,690	76,890	78,090	79,290	80,490
9	70,690	71,890	73,090	74,290	75,490	76,690	77,890	79,090	80,290	81,490
10	71,690	72,890	74,090	75,290	76,490	77,690	78,890	80,090	81,290	82,490
11	72,690	73,890	75,090	76,290	77,490	78,690	79,890	81,090	82,290	83,490
12	74,090	75,290	76,490	77,690	78,890	80,090	81,290	82,490	83,690	84,890
13	75,590	76,790	77,990	79,190	80,390	81,590	82,790	83,990	85,190	86,390
14	78,790	79,990	81,190	82,390	83,590	84,790	85,990	87,190	88,390	89,590
15	81,990	83,190	84,390	85,590	86,790	87,990	89,190	90,390	91,590	92,790
16	86,390	87,590	88,790	89,990	91,190	92,390	93,590	94,790	95,990	97,190
17	94,069	95,269	96,469	97,669	98,869	100,069	101,269	102,469	103,669	104,869
18	102,569	103,769	104,969	106,169	107,369	108,569	109,769	110,969	112,169	113,369

SCHEDULE 1**TEACHER SALARY GUIDES****2024-25**

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	65,857	67,057	68,257	69,457	70,657	71,857	73,057	74,257	75,457	76,657
2	66,607	67,807	69,007	70,207	71,407	72,607	73,807	75,007	76,207	77,407
3	67,357	68,557	69,757	70,957	72,157	73,357	74,557	75,757	76,957	78,157
4	68,107	69,307	70,507	71,707	72,907	74,107	75,307	76,507	77,707	78,907
5	68,857	70,057	71,257	72,457	73,657	74,857	76,057	77,257	78,457	79,657
6	69,857	71,057	72,257	73,457	74,657	75,857	77,057	78,257	79,457	80,657
7	70,857	72,057	73,257	74,457	75,657	76,857	78,057	79,257	80,457	81,657
8	71,857	73,057	74,257	75,457	76,657	77,857	79,057	80,257	81,457	82,657
9	72,857	74,057	75,257	76,457	77,657	78,857	80,057	81,257	82,457	83,657
10	73,857	75,057	76,257	77,457	78,657	79,857	81,057	82,257	83,457	84,657
11	74,857	76,057	77,257	78,457	79,657	80,857	82,057	83,257	84,457	85,657
12	76,257	77,457	78,657	79,857	81,057	82,257	83,457	84,657	85,857	87,057
13	77,757	78,957	80,157	81,357	82,557	83,757	84,957	86,157	87,357	88,557
14	80,957	82,157	83,357	84,557	85,757	86,957	88,157	89,357	90,557	91,757
15	84,157	85,357	86,557	87,757	88,957	90,157	91,357	92,557	93,757	94,957
16	88,557	89,757	90,957	92,157	93,357	94,557	95,757	96,957	98,157	99,357
17	96,057	97,257	98,457	99,657	100,857	102,057	103,257	104,457	105,657	106,857
18	104,069	105,269	106,469	107,669	108,869	110,069	111,269	112,469	113,669	114,869

2025-26

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	68,379	69,579	70,779	71,979	73,179	74,379	75,579	76,779	77,979	79,179
2	69,129	70,329	71,529	72,729	73,929	75,129	76,329	77,529	78,729	79,929
3	69,879	71,079	72,279	73,479	74,679	75,879	77,079	78,279	79,479	80,679
4	70,629	71,829	73,029	74,229	75,429	76,629	77,829	79,029	80,229	81,429
5	71,379	72,579	73,779	74,979	76,179	77,379	78,579	79,779	80,979	82,179
6	72,379	73,579	74,779	75,979	77,179	78,379	79,579	80,779	81,979	83,179
7	73,379	74,579	75,779	76,979	78,179	79,379	80,579	81,779	82,979	84,179
8	74,379	75,579	76,779	77,979	79,179	80,379	81,579	82,779	83,979	85,179
9	75,379	76,579	77,779	78,979	80,179	81,379	82,579	83,779	84,979	86,179
10	76,379	77,579	78,779	79,979	81,179	82,379	83,579	84,779	85,979	87,179
11	77,379	78,579	79,779	80,979	82,179	83,379	84,579	85,779	86,979	88,179
12	78,779	79,979	81,179	82,379	83,579	84,779	85,979	87,179	88,379	89,579
13	80,279	81,479	82,679	83,879	85,079	86,279	87,479	88,679	89,879	91,079
14	83,479	84,679	85,879	87,079	88,279	89,479	90,679	91,879	93,079	94,279
15	86,679	87,879	89,079	90,279	91,479	92,679	93,879	95,079	96,279	97,479
16	91,079	92,279	93,479	94,679	95,879	97,079	98,279	99,479	100,679	101,879
17	98,469	99,669	100,869	102,069	103,269	104,469	105,669	106,869	108,069	109,269
18	105,869	107,069	108,269	109,469	110,669	111,869	113,069	114,269	115,469	116,669

SCHEDULE 1

TEACHER SALARY GUIDES

2026-27

Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PhD
1	71,897	73,097	74,297	75,497	76,697	77,897	79,097	80,297	81,497	82,697
2	72,647	73,847	75,047	76,247	77,447	78,647	79,847	81,047	82,247	83,447
3	73,397	74,597	75,797	76,997	78,197	79,397	80,597	81,797	82,997	84,197
4	74,147	75,347	76,547	77,747	78,947	80,147	81,347	82,547	83,747	84,947
5	74,897	76,097	77,297	78,497	79,697	80,897	82,097	83,297	84,497	85,697
6	75,897	77,097	78,297	79,497	80,697	81,897	83,097	84,297	85,497	86,697
7	76,897	78,097	79,297	80,497	81,697	82,897	84,097	85,297	86,497	87,697
8	77,897	79,097	80,297	81,497	82,697	83,897	85,097	86,297	87,497	88,697
9	78,897	80,097	81,297	82,497	83,697	84,897	86,097	87,297	88,497	89,697
10	79,897	81,097	82,297	83,497	84,697	85,897	87,097	88,297	89,497	90,697
11	80,897	82,097	83,297	84,497	85,697	86,897	88,097	89,297	90,497	91,697
12	82,297	83,497	84,697	85,897	87,097	88,297	89,497	90,697	91,897	93,097
13	83,797	84,997	86,197	87,397	88,597	89,797	90,997	92,197	93,397	94,597
14	86,997	88,197	89,397	90,597	91,797	92,997	94,197	95,397	96,597	97,797
15	90,197	91,397	92,597	93,797	94,997	96,197	97,397	98,597	99,797	100,997
16	94,597	95,797	96,997	98,197	99,397	100,597	101,797	102,997	104,197	105,397
17	101,197	102,397	103,597	104,797	105,997	107,197	108,397	109,597	110,797	111,997
18	107,869	109,069	110,269	111,469	112,669	113,869	115,069	116,269	117,469	118,669

<u>2022-2027</u>	<u>Longevity</u>	
After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400

SCHEDULE 2

SECRETARY / OFFICE MANAGER SALARY GUIDES

Secretary

Step	22-23	23-24	24-25	25-26	26-27
1	37,008	38,275	38,840	40,275	41,531
2	37,508	38,775	39,340	40,775	42,031
3	38,008	39,275	39,840	41,275	42,531
4	38,508	39,775	40,590	42,025	43,281
5	39,008	40,275	41,340	42,775	44,031
6	39,508	40,775	42,190	43,625	44,881
7	40,008	41,275	43,040	44,475	45,731
8	40,875	42,125	44,040	45,475	46,731
9	42,825	43,925	45,040	46,475	47,731
10	44,808	45,725	46,840	48,075	49,331
11	46,475	47,625	48,740	49,975	51,231
12	48,275	49,525	50,740	51,975	53,231
13	50,475	51,725	52,950	54,175	55,431
14	52,975	54,225	55,450	56,675	57,931
15	56,500	57,700	58,950	60,150	61,406

Office Manager

Step	22-23	23-24	24-25	25-26	26-27
1	44,258	45,525	46,090	47,525	48,781
2	44,758	46,025	46,590	48,025	49,281
3	45,258	46,525	47,090	48,525	49,781
4	45,758	47,025	47,840	49,275	50,531
5	46,258	47,525	48,590	50,025	51,281
6	46,758	48,025	49,440	50,875	52,131
7	47,258	48,525	50,290	51,725	52,981
8	48,125	49,375	51,290	52,725	53,981
9	50,075	51,175	52,290	53,725	54,981
10	52,058	52,975	54,090	55,325	56,581
11	53,725	54,875	55,990	57,225	58,481
12	55,525	56,775	57,990	59,225	60,481
13	57,725	58,975	60,200	61,425	62,681
14	60,225	61,475	62,700	63,925	65,181
15	63,750	64,950	66,200	67,400	68,656
16	65,000	66,200	67,450	68,650	69,906

<u>2022-2027</u>	<u>Longevity</u>	
After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

SCHEDULE 3

**ATHLETIC TRAINERS
SALARY GUIDES**

Step	22-23	23-24	24-25	25-26	26-27
1	67,009	69,294	72,479	74,779	77,084
2	67,509	69,794	72,979	75,279	77,584
3	68,509	70,794	73,979	76,279	78,584
4	69,509	71,794	74,979	77,279	79,584
5	70,509	72,794	75,979	78,279	80,584
6	71,509	73,794	76,979	79,279	81,584
7	73,009	75,294	78,479	80,779	83,084
8	74,509	76,794	79,979	82,279	84,584
9	76,009	78,294	81,479	83,779	86,084
10	77,509	79,794	82,979	85,279	87,584
11	79,129	81,414	84,579	86,879	89,184
12	81,129	83,414	86,579	88,879	91,184
13	83,129	85,414	88,579	90,879	93,184
14	85,629	87,914	91,079	93,379	95,684
15	88,629	90,914	94,079	96,379	98,684
16	92,629	94,914	97,569	99,379	101,684
17	96,629	98,914	101,069	102,619	104,769
18	100,629	102,914	104,069	105,869	107,869

<u>2022-2027</u>	<u>Education</u>	
	BA+15	1,200
	BA+30	2,400
	BA+45	3,600
	MA	4,800
	MA+15	6,000
	MA+30	7,200
	MA+45	8,400
	PHD	9,600

<u>2022-2027</u>	<u>Longevity</u>	
After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400

**SCHEDULE 4 PARAPROFESSIONALS / INTERPRETERS /
NURSE PARAPROFESSIONALS
SALARY GUIDES**

Paraprofessional

Step	22-23	23-24	24-25	25-26	26-27
1	31,195	31,875	32,458	33,351	35,151
2	31,595	32,275	32,858	33,751	35,651
3	32,395	33,075	33,658	34,551	36,151
4	33,495	34,175	34,758	35,651	36,651
5	34,595	35,275	35,858	36,751	37,551
6	35,395	36,075	36,658	37,551	38,451
7	36,195	36,875	37,458	38,351	39,251
8	36,595	37,275	37,858	38,751	39,651
9	37,095	37,775	38,358	39,251	40,151
10	39,517	40,197	40,780	41,673	42,573

Interpreter / Nurse Paraprofessional

Step	22-23	23-24	24-25	25-26	26-27
1	42,795	43,475	44,058	44,951	46,151
2	43,295	43,975	44,558	45,451	46,651
3	44,095	44,775	45,358	46,251	47,151
4	44,895	45,575	46,158	47,051	47,651
5	46,095	46,775	47,358	48,251	48,551
6	46,995	47,675	48,258	49,151	49,451
7	47,795	48,475	49,058	49,951	50,351
8	48,395	49,075	49,658	50,551	51,251
9	49,095	49,775	50,358	51,251	52,151
10	51,217	51,897	52,480	53,373	54,273

2022-2027 Longevity

After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

SCHEDULE 5

**ATHLETIC COACHES GUIDE
2022-2027**

Salary Based on the Following Multiplier:		\$67,106
Position	Percent	Salary
Level I		
Football, Wrestling, Basketball B&G		
Head Coach	16.50%	\$11,072
Asst. Coach	12.00%	\$8,053
Level II		
Spring Track B&G, Soccer B&G, Baseball, Softball, Lacrosse B&G, Swimming B&G, Gymnastics, Field Hockey, Volleyball B&G		
Head Coach	15.00%	\$10,066
Asst. Coach	10.00%	\$6,711
Level II-A		
Cross County B&G, Winter (Indoor) Track B&G		
Head Coach	12.50%	\$8,388
Asst. Coach	8.50%	\$5,704
Level III		
Tennis B&G, Bowling, Golf B&G		
Head Coach	10.50%	\$7,046
Asst. Coach	7.50%	\$5,033
Level IV		
Football Cheerleading, Basketball Cheerleading		
Advisor	6.50%	\$4,362
Assistant	5.00%	\$3,355
Level V		
<u>E-Sports Fall, E-Sports Spring</u>		
Advisor	4.50%	\$3,020
Assistant	3.00%	\$2,013
Paraprofessional Student Supervision Stipend equal to 2/3 of Assistant Coach Salary		

SCHEDULE 6

**EXTRACURRICULAR GUIDE
2022-2027**

Salary Based on the Following Multiplier:		\$67,106
Activity/Club:	Percent	Salary
EQUIPMENT MANAGER	5.85%	\$3,926
TICKETS (ATHLETICS)	3.15%	\$2,114
<i>COMPETITIVE CLUBS:</i> DEBATE, MATH, KNOWLEDGE BOWL, FBLA, DECA, FCCLA, SCIENCE LEAGUE, TECHNOLOGY STUDENT ASSOCIATION	4.70%	\$3,154
CHESS CLUB	3.15%	\$2,114
<i>CLUBS:</i> ADAPTIVE PE, AERONAUTICS, AFRICAN AMERICAN, AMNESTY INTERNATIONAL, ART, ASIAN, BIOLOGY, COMMUNITY SERVICE, ENVIRONMENTAL, FUTURE EDUCATORS, GAY/STRAIGHT ALLIANCE, HISTORY, INTERACT, LANGUAGE (EACH), METEOROLOGY, SADD, STUDENTS ACTIVELY CONCERNED, WELLNESS, WORLD AFFAIRS COUNCIL	1.60%	\$1,074
RENAISSANCE	5.45%	\$3,657
PEER COACH	5.45%	\$3,657
BUDDIES GROUP	3.15%	\$2,114
LITERARY MAGAZINE	4.70%	\$3,154
ELECTRONIC NEWSLETTER	6.25%	\$4,194
NEWSPAPER ADVISOR	6.25%	\$4,194
NEWSPAPER ASSISTANT	3.50%	\$2,349
PUBLIC RELATIONS (BUILDING)	5.10%	\$3,422
SCHOOL PHOTOGRAPHER	3.50%	\$2,349
YEARBOOK ADVISOR	10.90%	\$7,315
YEARBOOK ASSISTANT	5.45%	\$3,657
YEARBOOK BUSINESS MGR.	5.45%	\$3,657
DRAMA DIRECTOR	6.65%	\$4,463
DRAMA ASSISTANT	3.90%	\$2,617
MUSICAL PLAY DIRECTOR	6.65%	\$4,463
MUSICAL PLAY ASSISTANT	3.90%	\$2,617
CHORAL/INSTRUMENTAL ASST.(1 EACH)	3.90%	\$2,617
STAGE TECHNICAL ADVISOR	6.25%	\$4,194
STAGE TECHNICAL ASSISTANT	5.10%	\$3,422
EVENTS TECHNICAL ASSISTANT	5.10%	\$3,422
DRAMA BUSINESS MGR.	2.35%	\$1,577

MUSICAL BUSINESS MGR.	2.35%	\$1,577
MARCHING BAND DIRECTOR	11.70%	\$7,851
MARCHING BAND ASSISTANT	7.80%	\$5,234
CONCERT BAND DIRECTOR	3.90%	\$2,617
JAZZ BAND DIRECTOR	5.85%	\$3,926
ORCHESTRA DIRECTOR	4.70%	\$3,154
REGIONAL ORCHESTRA DIRECTOR	6.25%	\$4,194
CHORAL DIRECTOR	4.70%	\$3,154
BAND FRONT ADVISOR	8.20%	\$5,503
BAND FRONT ASSISTANT	5.85%	\$3,926
WIND ENSEMBLE DIRECTOR	3.90%	\$2,617
SUPERMARKET COORDINATOR	4.70%	\$3,154
RAIDER, DRILL TEAM, COLOR GUARD HEAD	3.50%	\$2,349
RAIDER, DRILL TEAM, COLOR GUARD ASSISTANT	1.60%	\$1,074
CADET CHALLENGE HEAD	2.75%	\$1,845
CADET CHALLENGE ASSISTANT	2.35%	\$1,577
NATIONAL HONOR SOCIETY ADVISOR	3.15%	\$2,114
NATIONAL HONOR SOCIETY ASSISTANT	2.35%	\$1,577
SCHOOL STORE MANAGER	4.70%	\$3,154
SCHOLARSHIP	4.70%	\$3,154
STUDENT COUNCIL ADVISOR	5.45%	\$3,657
STUDENT COUNCIL ASSISTANT	3.15%	\$2,114
MEDIA TECH ADVISOR	10.90%	\$7,315
MEDIA TECH ASSISTANT	5.45%	\$3,657
ROBOTICS ADVISOR	7.80%	\$5,234
ROBOTICS ASSISTANT	5.45%	\$3,657
SEQUOIA COMMUNICATIONS CO-SUPV	1.75%	\$1,174
SEQUOIA ACTIVITIES CO-SUPERVISOR	1.60%	\$1,074
SEQUOIA SCHOOL STORE MANAGER	2.35%	\$1,577
9TH GRADE ADVISOR	2.35%	\$1,577
10TH GRADE ADVISOR	2.75%	\$1,845
11TH GRADE ADVISOR	3.90%	\$2,617
12TH GRADE ADVISOR	5.10%	\$3,422
TESTING COORDINATOR	9.75%	\$6,543
ASSISTANT TESTING COORDINATOR	4.90%	\$3,288
SEQUOIA TESTING COORDINATOR	2.35%	\$1,577
ALTERNATE STATE TESTING COORDINATOR	3.35%	\$2,248
WEIGHT ROOM COOR. PER SEASON	3.90%	\$2,617

Dance Chaperones (Per Hour, 3 Hr. Minimum)	\$30.00	
SWAP (Per Hour, 3 Hr. Minimum)	\$30.00	
Morning Security, Afternoon Security, Extra Curricular Event Security, Ticket Sales, Timekeepers, Scorekeeps, and Chains (Hourly Rate)	\$30.00	
Credit Completion (Hourly Rate) - Starts after contractual day ends	\$45.85	
Credit Completion (Hourly Rate) - Overlaps with contractual day	\$30.00	
Paraprofessional Student Supervision Stipend equal to 2/3 of Assistant salary		