

**AGREEMENT**

**BETWEEN**

**THE PITMAN BOARD OF EDUCATION**

**AND**

**THE PITMAN EDUCATION ASSOCIATION**

**2014-2019**



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## AGREEMENT

This Agreement is made and entered into by and between the Board of Education of Pitman in the County of Gloucester, State of New Jersey (hereinafter called the "Board") and the Pitman Education Association (hereinafter called the "Association") on this 15th day of April, 2015.

### ARTICLE I

#### DEFINITIONS

- A. The term "full and part time employee(s)" as used in the Agreement shall refer to any person included in the professional unit and/or the support unit as defined in Article III, A, B and C.
- B. The term "teacher" as used in the Agreement shall refer to all regularly assigned teachers in the professional unit as defined in Article III, A and B, Recognition.
- C. The term "support staff" as used in the Agreement shall refer to any person included in the support unit as defined in Article III, A and C, Recognition.
- D. The term "Board" as used in the Agreement shall mean the Board of Education of the Pitman School District, in the County of Gloucester, State of New Jersey.
- E. The term "Association" as used in this Agreement shall mean the Pitman Education Association.
- F. The terms "School District" and "Pitman Public Schools" as used in this Agreement shall mean the Pitman School District in the Borough of Pitman, County of Gloucester, State of New Jersey.
- G. The term "Superintendent" as used in this Agreement shall mean the Superintendent of Schools of the Pitman School District in the Borough of Pitman, County of Gloucester, State of New Jersey.
- H. The term "school year" as used in this Agreement shall mean the period of time from the first day of teachers' orientation, through the closing of the schools of the district as established by the official school calendar.
- I. The term "school days" as used in this Agreement shall mean all teacher and/or student days in the "school year" as defined in paragraph H of this Article.

**ARTICLE II**  
**GENERAL**

- A. This Agreement shall, by this reference to each individual's employee contract, be deemed to be part thereof.
- B. Employees have the right to join any lawful organization for their professional or economic improvement and for the advancement of public education.
- C. No change, revision, alteration, modification, of this Agreement in whole or in part, shall be valid unless the same is ratified by both the Board and the Association and endorsed in writing thereon.
- D. This Agreement shall be governed and construed according to the Constitution and Laws of the State of New Jersey.
- E. The Board and Association recognize that the Board has certain powers, discretion and duties that, under the Constitution and Laws of the State of New Jersey, particularly Title 18A, may not be delegated, limited or abrogated by agreement with any party. Accordingly, if any provision of this Agreement, or any application to any employee covered hereby, shall be found contrary to law, such provision or application shall have effect only to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

**ARTICLE III**  
**RECOGNITION**

- A. The Pitman Board of Education, Pitman Borough, Gloucester County, hereafter known as the Board, hereby recognizes the Pitman Education Association, hereafter known as the Association, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all full-time and part-time professionally certified salaried teachers under contract of the professional unit as defined in paragraph B of this Article and the full-time and part-time support staff as defined in paragraph C of this Article; provided, however, that any individual members of a designated unit or group of members shall have the right at any time to present grievances to the Board. Full time for teachers is defined as twenty (20) or more hours per week and for support unit employees as thirty (30) or more hours per week.

B. It is agreed that the following members of the professional staff of the Pitman Public Schools constitute what the parties hereto believe to be an appropriate "professional unit" (herein after referred to as teacher(s) for purposes of negotiating terms and conditions of employment as contemplated by the New Jersey Employer-Employee Relations Act:

- Classroom Teachers
- Guidance Counselors
- Learning Disability Specialists
- Nurses
- Special Subject Teachers
- Librarian/Media Specialists
- Basic Skills Teachers
- Social Workers
- Speech Therapists
- School Psychologist

C. It is agreed that the following members of the support staff of the Pitman Public Schools constitute what the parties hereto believe to be an appropriate "support unit" (herein after referred to as support staff) for purposes of negotiating terms and conditions of employment as per the New Jersey Employer-Employee Relations Act:

- Secretaries
- Educational Interpreters
- Instructional Aides
- Interpreter Aides
- Library Aides
- Custodial Employees/Maintenance Employees (including messenger)
- Cafeteria Employees
- Non-Instructional Aides
- Educational Interpreters

- D. It is agreed that the following positions shall not be included for the purposes of negotiating terms and conditions of employment:

Superintendent  
Business Administrator/Board Secretary  
Supervisor of Curriculum and Instruction  
Principals and Assistant Principals  
Supervisor of Special Services  
Director of Pupil Personnel Services  
Athletic Director  
Food Service Director  
Educational Facilities Manager  
IT Systems Administrator  
Secretaries to the Superintendent, Business Administrator/Board Secretary,  
and Supervisor of Curriculum and Instruction  
Computer Technician(s)

#### **ARTICLE IV**

#### **DURATION OF AGREEMENT**

This Agreement shall be for the five-year period July 1, 2014 to June 30, 2019.  
Salary schedules shall be in force for the five-year period from July 1, 2014 to June 30, 2019.

#### **ARTICLE V**

#### **PROCEDURES FOR NEGOTIATIONS**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the New Jersey Employer-Employee Relations Act.
- B. For the duration of this agreement written requests for negotiations between the Board and the Association may be submitted by either party on the terms and conditions of employment of the employees represented by the Association. Such requests will specify the subject matter to be considered and will include the specific written proposal or proposals to be negotiated.
- C. No change, revision, alteration or modification of this Agreement in whole or in part shall be valid unless the same is ratified by both the Board and the Association and endorsed in writing thereon.



- D. Any agreements reached through the aforementioned negotiations procedure, subject to ratification by the parties, shall be reduced to writing and shall be signed by the properly designated officers of the Board and the Association. The Board shall provide a copy of this document for each employee.

## ARTICLE VI GRIEVANCE PROCEDURE

### A. General

1. A "grievance" shall mean a claim by the employee, or the Association, (herein after referred to as grievant) based upon the interpretation, application or violation of this Agreement, Board policies and administrative decisions concerning terms and conditions of employment. A non-renewal determination pertaining to a non-tenured teaching staff member does not constitute a grievance.
2. A grievance to be considered under this procedure must be initiated by the grievant within thirty (30) calendar days from the time of its occurrence.
3. The only grievances that may be arbitrated are any claims, or complaints based upon the violation, interpretation, or application of this Agreement.
4. Alleged violations of policies and administrative decisions concerning terms and conditions of employment may be grieved to the level of the Board of Education. The decision of the Board of Education shall be final.

### B. Procedure

1. Time Factors
  - a. Failure of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant or the Association to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
  - b. It is understood the grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board.

2. A grievance shall be discussed first with the principal of a specific building or a specific supervisor, when appropriate, in an attempt to resolve the matter at that level. The grievant may include an Association representative during these discussions.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) school days, the grievance shall be initiated in writing to the principal or specific supervisor, when appropriate, stating:
  - a. The nature of the grievance.
  - b. Article and section of Agreement allegedly violated, if applicable.
  - c. The results of previous discussions.
  - d. The remedy sought.The principal or specific supervisor, shall communicate his or her decision to the grievant in writing within five (5) school days of receipt of the written grievance.
4. The grievant, no later than ten (10) school days after receipt of the principal's or specific supervisor's decision, may appeal that decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the principal or specific supervisor and shall contain verification that the grievant has notified the association that an appeal has been filed as specified above stating the dissatisfaction with decision previously rendered. The Superintendent shall communicate a decision in writing within ten (10) school days to the grievant and to the Association.
5. If the grievance is not resolved to the grievant's satisfaction no later than five (5) school days after receipt of the Superintendent's decision, the grievant may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the grievant and association representative and the Board shall render a decision in writing and forward copies thereof to the grievant and the Association within forty-five (45) calendar days of receipt of the appeal. The referred-to hearing shall be held within a reasonable expeditious time after receipt of the appeal notice.

6. If the decision of the Board in situations when the claim or complaint is based upon the violation, interpretation, or application of this Agreement does not resolve the grievance to the satisfaction of the grievant, the grievant may submit his/her grievance to the Association, which may submit the grievance to arbitration. The Association shall so notify the Board and the Superintendent, in writing, within ten (10) school days of receipt of the Board's decision.
7. Arbitration Services
  - a. The following procedure will be used to secure the services of an arbitrator:
    - (1) If one or more grievances involve the same issue, either party may submit a demand for arbitration to the Public Employment Relations Commission.
    - (2) If two (2) or more grievances involving different kinds of issues are to be heard, the parties will make a joint submission for arbitration to the Public Employment Relations Commission.
  - b. The Arbitrator shall be limited to the issues submitted and shall consider nothing else. The Arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board of Education. Only the Board and the grieved and their representatives shall be given copies of the arbitrator's report of findings and recommendations. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
8. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum and every effort should be made to expedite the process.
9. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to the grievant, the time limits set forth herein shall be reduced to calendar days so that the grievance procedure may be exhausted prior to the end of the school year or as soon as possible thereafter as is practicable.

- C. Costs
1. Each party will bear the total cost incurred by themselves, except the fees and expenses of the arbitrator will be shared by the two parties. Such costs will be shared equally.
  2. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the employee must be without pay.

**ARTICLE VII  
FAIR DISMISSAL PROCEDURE**

- A. A dismissed or non-renewed support staff member, who has at least two (2) years of employment in the School District may, within ten (10) working days after receiving notice of termination or non-renewal and the reasons therefore in writing, request an appearance with a committee of the Board in order to make a presentation as to why the Board should reverse its decision. The appearance will be scheduled within 30 days following the Board's decision. The support staff member may have a representative present.
- B. The Board shall advise the support staff member in writing of its decision within three (3) working days following the next regularly scheduled Board meeting.

**ARTICLE VIII  
TEMPORARY LEAVES OF ABSENCE**

- A. Bereavement Leave
1. All Full-Time and Part-Time employees under contract with the Board shall be entitled to time off with pay from service in the event of death in his or her immediate family as follows:
    - a. Up to five (5) days leave in event of a death in the employee's immediate family. Immediate family shall mean (1) husband or wife, (2) father, mother, brother, sister, son, daughter or other persons who have assumed comparable roles. One of five days may be utilized to address family business related to the death up to one year after the occurrence.
    - b. Up to three days leave in event of a death of brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchild, grandparent, aunt, uncle, niece or nephew.

- c. An employee may be granted one (1) day in the event of the death of a close personal friend. Denial is not arbitrable.
- 2. Each case must be documented in writing and presented to the Superintendent of Schools, either before or after the period of leave.
- 3. In emergencies, additional bereavement leave time may be granted at the discretion of the Superintendent.

B. Personal Business Leave

- 1. Personal days shall be granted during a school year for one's personal business that cannot be conducted outside the realm of the normal working day as follows:  
Full-Time Employees up to three (3) personal days  
Part-Time Employees up to three (3) personal days.  
Unused personal days per year will be converted to sick leave days.
- 2. Personal leave ordinarily is not granted immediately before or after a holiday or school closing. However, the Superintendent may, at his/her discretion, grant such a request for a proper reason.
- 3. Application for such leave shall be made to the employee's principal/supervisor at least five (5) school days before such leave is to begin using the electronic system for making application. One of the three (3) days is designated as an "emergency" day for which no pre-approval is required.
- 4. No more than ten per cent (10%) of teachers may be granted leave on the same day.

C. Family Illness Day

Full-Time employees are permitted one (1) day per year for illness of spouse, child, or parent of employee. Starting in 2016-17, full-time employees are permitted two (2) days per year for illness of spouse, child, or parent of employee. One unused family illness day can be carried over to the next school year for a maximum of three (3) days.

Part-time employees are permitted one (1) day per year for illness of spouse, child, or parent of employee starting in 2015-16. Family illness days can be carried over for a maximum of two (2) days.

**ARTICLE IX**  
**SICK LEAVE**

- A. All employees employed by the Board of Education shall be entitled to the sick leave benefits hereinafter stated for personal illness, physical disability or medical appointments. Medical appointments are limited to those which cannot be scheduled other than during the normal school day. Requests to use sick leave for medical appointments shall be made at least three (3) days prior to the appointment to the building principal or immediate supervisor except in the case of an emergency.
- B. The annual sick leave allowance for employees shall be ten (10) days for ten-month employees and twelve (12) days for twelve-month employees at full pay with no maximum on the cumulative number of unused days. Medical verification may be required.
- C. Sick leave time will be granted according to applicable state statute.
- D. Sick leave may be extended beyond the limitations noted above in special instances. These special instances will require case studies to be presented by the employee or their principals and/or immediate supervisors to the Superintendent of Schools and the Board of Education.
- E. Sick leave allowance during the year of service for employees whose employment is subsequent to the beginning of the school year and for those who terminate their services prior to the expiration of such year shall be pro-rated according to the ratio that the number of days of possible service bears to the total number of days of service during the contract year.
- F. For any absence not covered by the foregoing sick leave agreement, and not otherwise covered by bereavement leave or personal leave agreements, or if medical verification from an attending physician is not submitted when requested, payroll deductions will be made according to the following schedule:
  - 1. One day's salary is defined as:
    - a. 1/200 of Annual Salary - Teachers and 10 Month Support Staff
    - b. 1/240 of Annual Salary - 12 Month Support Staff
- G. Upon retirement, Full-time employees will be paid for unused accumulated sick days in accordance with the following:
  - 1. The retirement must be under the Teacher's Pension and Annuity Fund for the Full-time teacher(s) and the Public Employees Retirement System for the Full-time support staff.

2. The employee must have been employed at least twenty (20) years in the district;
3. Full-Time Teachers
  - a. Full-Time teachers will be paid at \$45.00 per day for the 2014-15 to 2018-19 contract years subject to the following caps:
    1. Full Time Teachers who have accrued more than \$15,000 in sick days as of June 30, 2008 shall be paid at \$45.00 per day.
    2. Full Time Teachers who have accrued between \$10,000 and \$15,000 in sick days at \$45.00 per day as of June 30, 2008 shall have their sick leave reimbursement capped at \$15,000 based upon \$45.00 per day
    3. Full-Time Teachers who have accrued less than \$10,000 in sick days at \$45.00 per day as of June 30, 2008 shall have their sick leave reimbursement capped at \$10,000 based upon \$45.00 per day.
4. Full-Time Support Staff
  - a. Full-Time Support staff will be paid at \$35.00 per day for the 2014-15 to 2018-19 contract years subject to the following caps:
    1. Full-Time Support Staff who have accrued more than \$8,000 in sick days as of June 30, 2008, shall be paid at \$35.00 per day.
    2. Full-Time Support Staff who have accrued less than \$8,000 in sick days at \$35.00 per day as of June 30, 2008, shall have their sick leave reimbursement capped at \$8,000 based upon \$35.00 per day.
5. Official notice must be submitted to the Superintendent by January 30 in order to be guaranteed compensation in the subsequent fiscal year.
6. If an employee dies in service, payment of all sick days shall be made to the spouse, if any, or the estate at the rate as defined in G. 3 or G. 4.
7. Part-Time Employees do not receive reimbursement for accumulated sick leave.

**ARTICLE X**  
**EXTENDED LEAVES OF ABSENCE**

A. Disability Leave

1. An employee with at least three (3) years of service in the district, who anticipates a disability shall notify the Superintendent in writing of the anticipated commencement of the disability as soon as the employee is aware of it.
  - a) In the case of pregnancy, the employee shall inform the Superintendent of the anticipated delivery date.
  - b) No later than 90 days prior to the anticipated delivery date, the employee shall request either a leave of absence while she is disabled, for which accumulated sick leave may be utilized, or an unpaid leave of absence for child care as provided for in B1 below.
2. The Board reserves the right to regulate the termination dates of anticipated disability leaves in order to preserve educational continuity. When this occurs, the employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the terms of this agreement, the rules of the insurance carrier, and the provisions of The Family Leave Act (1993). However, time spent on an unpaid leave shall not be counted for accrual of any benefit.
3. Unpaid leaves of absence shall be granted in compliance with the Family Medical Leave Act (1993) and the New Jersey Family Leave Act.

B. Child Care Leave

1. The Board may grant voluntary unpaid leaves of absence for the purpose of childcare to employees who fulfill the requirements set below. Approval is conditioned upon adequate staffing as determined by the Board.
2. Childcare leave is available to employees with three or more years of service in the district.
3. Such leave generally will be for one-half or one full school year at the request of the employee and the approval of the Board. Extensions may be granted at the complete discretion of the Board.



4. To avoid unnecessary interruptions in instruction, child care leaves shall generally commence on either September 1 or the first day of the second semester, and shall terminate on September 1 or the last day of the first semester following the leave.
5. An employee desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated delivery date of the child. In the case of an adoption, notice shall be given to the Superintendent when application for the adoption is made. In such cases, application shall be made for a specific leave period as soon as the employee is informed of the custody date.
6. Upon return from leave, there is no guarantee that the employee will be assigned to the same class and/or building to which he/she was assigned prior to commencing the leave.
7. The employees may continue to participate in the District's medical insurance programs at their own expense when said leave extends beyond the period covered by benefits.

C. Sabbatical Leave

1. Sabbatical leave for teachers is provided for under the following regulations. Sabbatical leave may be granted by the Board for the purpose of study, a teaching scholarship and/or graduate fellowship.
2. Applicants must have completed a minimum of seven consecutive years of teaching experience in the Pitman School District before being eligible for sabbatical leave.
3. No teacher shall be given such leave of absence more often than once every seven (7) years.
4. No more than two (2) teachers are to be absent on sabbatical leave. If, however, a candidate approved for sabbatical leave prefers to limit his or her leave to one semester, another teacher may be granted a sabbatical leave for a period not to exceed one semester.
5. Applications shall be made in writing to the Superintendent on or before November 15 of the school year preceding the school year for which the leave is sought. All applications for sabbatical leave shall be notified of the Board's final decision on or before January 31 of the school year preceding the school year for which sabbatical leave has been requested.

6. A criteria committee of three (3) teachers and three (3) Board members, or their designees, shall establish the criteria for the selection of teachers for the granting of sabbatical leave if two or more teachers apply at one time. Upon the verification of the eligibility of the applicants by the Superintendent, the Board shall have the responsibility of granting leaves on the basis of the criteria developed by the committee.
7. In the event that the teacher is on sabbatical leave for one semester, he/she shall receive full salary for that period. In the event that the teacher is on sabbatical leave for the entire school year, he/she shall receive one-half (1/2) of his or her annual salary. Payment shall be made in accordance with the normal pay days in the District. In no event shall a sabbatical leave exceed two (2) semesters.
8. A teacher who accepts a sabbatical leave of absence must sign a letter of intent to return to the Pitman School System for two years of active service. Such a person is assured reemployment (subject to provisions of the law dealing with seniority and reductions in force) and upon return, the teacher shall be placed on the appropriate step on the salary schedule which he or she would have achieved had he or she remained actively employed in the system during the period of his or her absence.
9. A teacher who accepts a sabbatical leave shall sign a promissory note for the salary he or she is to receive while on leave. Upon his or her return to active professional service, the amount of the note shall be reduced by fifty percent (50%) for each year of professional service. Two (2) years of professional service in the Pitman School District following a sabbatical leave shall cancel the promissory note.
10. No sick or personal leave time shall accrue during the period the teacher is absent from service; however, unused sick leave time shall be restored without loss when the teacher returns to regular teaching duties.
11. The tuition reimbursement provisions of Article XVII shall not apply to teacher(s) while on sabbatical leave.
12. Denial is not arbitrable.

**ARTICLE XI**  
**OTHER LEAVES OF ABSENCE**

- A. Any employee may apply for an unpaid leave of absence for a period of one (1) year (maximum) for the following reasons: service in the Peace Corps, VISTA or Teacher Corps, for teaching fellowships, scholarships, military service, prolonged illness, temporary transfer of spouse and similar activities as approved by the Board.
- B. The Board may grant an extension or renewal of such leave upon written application for the same.
- C. An employee on extended leave will not be given credit on the salary guide for the time spent "on leave" nor will time spent on extended leave count toward accumulation of credit toward sabbatical leave time. Upon returning, the employee will be restored to the same position of the salary guide that he or she occupied at the start of the leave period.
- D. Sick or personal leave time may not be accumulated during the period of extended leave; however, previously unused sick leave time will be restored when the employee returns to active status.
- E. The employee, as specified above, shall be given professional consideration in filling vacancies that may occur after he or she notifies the Board that he or she desires to return to active service.

**ARTICLE XII**  
**WORK DAY**

- A. Length of School Day
  - 1. The total work day shall consist of no more than seven and one half (7 1/2) consecutive hours for teachers.
  - 2. The secretarial work day during the school year shall consist of no more than seven (7) hours not including one (1) hour for lunch. The secretarial work day during the summer months shall consist of no more than six (6) hours not including one (1) hour for lunch.

3. The custodial, maintenance, and messenger work day for the twelve-month period shall consist of eight (8) hours not including one half (1/2) hour for lunch. Time worked in excess of forty (40) hours per week shall be paid at one and one-half (1-1/2) times the employee's regular hourly rate (salary divided by 2080 hours). There shall also be a minimum of one (1) hour pay for call-in. Custodial or maintenance personnel who work in excess of forty (40) hours per week are eligible for the overtime rate of pay only if they have worked the regular workday preceding and following the overtime hours, unless illness can be verified by the school medical inspector or other licensed medical personnel.
4. Full time library and instructional aides will work a minimum of seven (7) hours per day not to include a 30 minute lunch.
5. Starting in 2015-2016, teachers may leave 10 minutes after student dismissal on days prior to school closings including Fridays and days preceding holidays.
6. Starting in 2016-2017, the length of work day is decreased by 15 minutes on full day Professional Development days to 7 hours 15 minutes.

B. Check-In and Check-Out Procedures

All employees shall indicate their presence for duty by a check-in and check-out procedure. The Superintendent of Schools shall establish such a procedure in consultation with the Building Principal.

C. Faculty and Other Meetings

1. Teachers may be required to remain after the end of the regular school day (see Article XII A.1) without additional compensation, for the purpose of attending faculty or other professional meetings two (2) days each month. Such meetings shall begin promptly after most students have exited the building and shall last for no more than sixty (60) minutes unless an emergency involving the health and safety of students and teachers occurs.
2. Meetings which take place after the regular school day and which require teacher attendance shall not be held on Fridays, or any day immediately preceding a holiday, or other days upon which teacher attendance is not required at school, except in cases of emergency.
3. The notice of an agenda for any meeting shall be given to the teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

4. Such meetings shall be mandatory for all teachers except for coaches when an athletic contest for which they are the coach has been scheduled in conflict with a meeting time.
5. Back to School Night will be a maximum of 2 hours at the high school and a maximum of 1.5 hours at the middle school and elementary schools.

D. Duty-Free Lunch Period

There shall be a duty-free lunch period of not less than thirty (30) consecutive minutes for all teachers unless the lunch period for students is less than thirty (30) minutes, in which case the teacher lunch period will be the same as the students.

E. Professional Time

The Board recognizes that it is desirable for teachers to have professional time during the school day in order to prepare for classes and to meet professional obligations such as assisting students, conferencing with colleagues, parents, and/or administrators, evaluating student assignments, etc. At the same time, however, the Board prioritizes the efficient and effective instruction of students. Also recognizing that differences exist in the amount of preparation time necessary for teachers at different levels and in different areas, professional time will be provided as follows:

1. a. Teachers at the Middle School who daily teach three (3) eighty-five minute instructional segments, shall have eighty-five minutes of professional time daily. Teachers who volunteer for a 30 minute lunch duty will be paid \$2000 beginning September 1, 2001, for lunch supervision, each school year for the duration of the contract. If more teachers volunteer than are needed, the principal will assign accordingly. Assignment and non-assignment is not grievable.
- b. Teachers at the high school who are teaching academic courses offered by the Social Studies, English, Mathematics, and Foreign Language departments, shall be assigned twenty-five (25) teaching periods and five (5) periods of duty assignment weekly. Additionally, for one of the semesters of the school year, all high school teachers shall be assigned five (5) periods of duty assignments weekly. This additional one semester duty shall be in effect during the 1997-98 school year and shall continue only if the same daily schedule (9 periods) is maintained.

- c. The implementation of the 6<sup>th</sup> teaching period for high school academic teachers identified in XII.E.1.b shall be as follows: Beginning with the 2002-2003 school year academic teachers as specified above shall be assigned thirty (30) teaching periods per week, when required or assigned, and shall be compensated with a payment of \$2,315. The above stipend shall be paid 50% in the last pay in January and 50% in the last pay in June. The assignment of a 6<sup>th</sup> teaching period is in lieu of the full year duty period. Additionally, for one of the semesters of the school year, all high school teachers shall be assigned five (5) periods of duty assignments weekly. This additional one semester duty shall be in effect during the 1997-98 school year and shall continue only if the same daily schedule (9 periods) is maintained.
- d. Other high school teachers shall be assigned thirty (30) teaching periods per week. Additionally, for one of the semesters of the school year, all high school teachers shall be assigned five (5) periods of duty assignments weekly. This additional one semester duty shall be in effect during the 1997-98 school year and shall continue only if the same daily schedule (9 periods) is maintained.
- e. Special Education Teachers at the High School shall teach 25 teaching periods per week and five (5) periods of special education duty. Additionally, for one of the semesters of the school year, all high school teachers shall be assigned five (5) periods of duty assignments weekly. This additional one semester duty shall be in effect during the 1997-98 school year and shall continue only if the same daily schedule (9 periods) is maintained.
- f. Science teachers at the High School shall teach 25 teaching periods per week plus labs and duties not to exceed 30 teaching periods per week. Additionally, for one of the semesters of the school year shall be assigned five (5) periods of duty assignments weekly. This additional one semester duty shall be in effect during the 1997-98 school year and shall continue only if the same daily schedule (9 periods) is maintained.
- g. Elementary Teachers shall receive forty (40) consecutive minutes of professional time daily.

2. The respective principals may, if circumstances warrant, occasionally request that a teacher substitute for another or monitor students during this professional time.
3. Itinerant teachers will receive a minimum of twenty minutes when their teaching schedule requires travel to another building.

F. School Calendar

1. Prior to April 1, a representative of the Association has the right to consult with the Superintendent of Schools concerning the school calendar for the next succeeding year. However, the adoption of the calendar is the responsibility of the Board and shall not be grievable. The Teacher School Calendar shall contain a maximum of 186 days. The aforementioned days are not to include two additional days prior to the September opening of school required for employees new to the Pitman Public Schools.
2. All contracts for ten-month employees shall be from September 1 to June 30 of each year.
3. School offices shall be closed during vacations and holidays in conformance with the school calendar.
4.
  - a. Members of the custodial, maintenance and messenger force shall receive eleven (11) paid holidays per year. Holiday schedule shall be distributed no later than June 1. At the discretion of the Business Administrator, the custodial and maintenance staff may be released early the day prior to the holiday. The decision of the Business Administrator is final and not subject to the grievance procedure. They also shall be entitled to attend at least one professional workshop or conference at the expense of the Board with pay. Prior permission must be granted by the immediate supervisor and a certificate of attendance must be provided upon return to work.
  - b. In the event of an emergency closing, custodial and maintenance personnel shall report to work unless the Superintendent deems otherwise.
5. Cafeterias shall be closed during vacations and holidays in conformance with the school calendar. Cafeteria staff shall be entitled to attend at least one professional workshop or conference at the expense of the Board with pay. The work year shall be one hundred eighty (180) days. Prior notice must be given to the immediate supervisor and a certificate of attendance must be provided upon return to work.

6. Employees paid on an hourly basis, excluding cafeteria workers, shall work in conformance with student days. If the administration requests employees to work additional days, they shall be paid at the hourly rate. The employee may submit a request to the Superintendent for equivalent compensation time in lieu of payment for additional work days. If granted, compensation time must be taken in the fiscal year it is granted and is not cumulative.
7. All cafeteria, Instructional and Library Aides will be required to attend two (2) 4-hour training sessions. If these days or times fall outside the realm of the work day, cafeteria, Instructional and Library Aides will be compensated at their hourly rate. Dates to be determined at the discretion of the administration.

G. Vacation Schedule

1. General

- a. Employees classified as twelve (12) month employees are entitled to an annual paid vacation.
- b. If services are terminated by the employee during or at the conclusion of the first year, said employee shall not be entitled to any vacation.
- c. Vacation time is not cumulative and there shall be no vacation pay in lieu of taking the actual vacation period.
- d. Vacation requests shall be approved in accordance with the work schedule. All vacations are subject to the final approval of the Superintendent of Schools. Generally, vacations shall be taken during the summer months.
  - (1) Maintenance and custodial employees may take vacation during winter and summer months with Superintendent's approval.
  - (2) For 2014-2015, one (1) week's vacation may be banked with the Superintendent's Approval. Starting in 2015-2016, up to eight (8) unused vacation days may be carried over into the next contract year.



2. Full-Time 12 month Secretarial, Custodial, Maintenance and Messenger staff are entitled to vacation time as follows:
  - a. After 1 - 4 years 10 days
  - b. After 5 - 9 years 15 days
  - c. After 10 or more years 20 days
3. Part-Time 12 month Secretarial, Custodial, Maintenance and Messenger staff are entitled to vacation time as follows:
  - a. After 1-4 years 5 days
  - b. 5-9 years 10 days
  - c. 10 or more years 15 days

H. Mileage

Employees who are obligated to travel will be reimbursed in accordance with the amount allowed by the Internal Revenue Service.

**ARTICLE XIII  
VOLUNTARY AND INVOLUNTARY TRANSFERS**

A. General

The Board and the Association recognize that changes in grade assignments, changes in subject assignments and transfers between schools will be necessary. Decisions affecting employees in regard to voluntary transfers and reassignments shall rest with the Board. The decision of the Board as to filling of all vacancies shall be final.

B. Notification of Vacancies

1. All vacancies shall be emailed to all staff. At all times, a notice shall be posted in each school. All employees may submit their applications in writing to the Superintendent within ten (10) school days of the public notice. The Superintendent, or a designee, shall acknowledge in writing the receipt of all such applications and shall grant each candidate an interview.
2. In addition, employees who wish to apply for positions which may be filled during the summer shall submit their name, address and telephone number to the Superintendent prior to the end of the contract year. The Superintendent, or a designee, shall notify such employees of any vacancy in a position for which they wish to apply and shall be granted an interview if the applicant so requests.

3. Each employee applicant from within the school system shall receive written notification from an Administrator when a selection has been made.
  4. Starting in 2015-2016, all instructional aides returning to the Pitman School District after one or more years of service shall receive notice of employment for the next contract year on or before June 30.
- C. Notification of Voluntary Assignment  
As soon as practical, but no later than June 30, the Superintendent shall notify all employees who have been reassigned or transferred. Change made after the last day of school shall be followed by notification to the employee by certified mail to his or her address.
- D. Notification of Involuntary Assignment  
Notice of an involuntary transfers or reassignments shall be given to employees as soon as practical.
- E. Meeting and Appeal  
An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and their immediate supervisor at which time the reason for the change shall be provided. In the event that an employee objects to the transfer or reassignment after this meeting, the employee may request a meeting with the Superintendent which shall be granted. The employee may, at his or her option, have an Association representative present at such meeting.
- F. Teacher Assignments  
All teachers returning to the Pitman School District after one or more years of service shall receive notice of their tentative grade-level or subject assignments and building assignments for the next contract year on or before June 30.
- G. Support Staff who volunteer shall be assigned to additional hours beyond the normal work schedule on a rotating basis. Assignments shall be made by the Business Administrator or designee.

**ARTICLE XIV**  
**EMPLOYEE EVALUATION**

A. Teachers

1. Teacher evaluations will be consistent with the New Jersey law and relevant regulations.
2. Teacher observations
  - a. An observation report for a teacher shall be made available for review within fifteen (15) work days following an observation. A post- observation conference between the teacher and the observer shall also be held to discuss the content of the report (in case of any teacher or certificated staff member who has a Corrective Action Plan(CAP) in place, the goals of the CAP must be discussed during each post-observation conference). Copies of the report shall be provided to both the observer and the teacher, and an additional signed copy will be place in the teacher's personnel file; an electronic copy of the observation report will be retained as part of the teacher's electronic evaluation portfolio.
  - b. A teacher shall have the opportunity to respond to the written observation by the evaluator within ten (10) work days. This reply shall be signed by the teacher, and forwarded to the evaluator. The evaluator shall sign this document, and return a copy to the teacher. A copy will also be placed in the teacher's personnel file.
  - c. For tenured teachers who have received no ratings that indicate either *partially effective* or *ineffective* performance for a particular observation, an in-person post-observation conference may be replaced by an electronic post-observation (i.e. feedback via electronic means) for that particular observation.
  - d. Observations shall be considered on an individual basis (i.e. an observer may only formally evaluate a single teacher's practice, even if multiple teachers are co-teaching a lesson). Upon arrival for a planned observation, whether announced or unannounced, the evaluator shall make the evaluatee aware of their intention to perform an evaluation.

- e. Teachers will be formally observed at least one time per semester.
  - f. Subsequent observations shall not be conducted prior to the completion of the post-observation conference from a previous observation.
3. Summative evaluation of teachers
- a. An Annual Summative Conference shall be held before the end of the school year to review the teacher's performance in relation to:
    - i. the teacher's job description and evaluation rubric, including the evaluation of observations and practice based on the teacher practice instrument;
    - ii. A summary of available indicators of student progress and growth (such as Student Growth Objectives (SGO) and, when applicable, median Student Growth Percentiles (mSGP));
    - iii. progress toward meeting goals as set in the teacher's Professional Development Plan, or when applicable, his/her Corrective Action Plan;
    - iv. the teacher's summative evaluation rating, if available;
    - v. the teacher's preliminary Annual Performance Report;
    - vi. the teacher's Professional Development Plan for the following year, or when applicable, Corrective Action Plan.
  - b. An Annual Performance Report/Summative Evaluation Report shall be prepared by a certified supervisor(s) who participated in the teacher's observations. The report shall include:
    - i. The teacher's summative rating or available data; if the summative evaluation rating is not available by the end of the school year, it shall be updated when the rating becomes available.
    - ii. The teacher's score on the teacher practice instrument;
    - iii. A summary of available indicators of student progress and growth (such as Student Growth Objectives (SGO) and, when applicable, median Student Growth Percentiles (mSGP));

- c. The Annual Performance Report/Summative evaluation Report must be signed by the teacher and the principal/supervisor or designee with five (5) work days of review. Copies of the report shall be available to both the principal/supervisor or designee and the teacher, and a signed copy will be placed in the teacher's personnel file; an electronic copy of the observation report will be retained as part of the teacher's electronic evaluation portfolio.
- d. The teacher may, within ten (10) working days of the signing of the Annual Performance Report, submit performance data not previously included in the report; an electronic copy of this data will be retained as part of the teacher's electronic evaluation portfolio, and a copy attached to the signed APR in the teacher's personnel file.
- e. A Corrective Action Plan (CAP) shall be developed for all teachers rated "Ineffective" or "Partially Effective", per the conditions set forth in NJAC 6A: 10-2.5.
  - i. If the teacher's summative evaluation rating is finalized *by the end of the school year* and a CAP is warranted, then the CAP must be developed prior to September 15<sup>th</sup> of the following school year. The teacher and supervisor may also elect to develop the CAP as part of the annual evaluation conference at the end of the year. If a teacher's summative rating is *not* finalized and is pending mSGP data, but all other evaluation scores indicate a preliminary rating of "ineffective" or "partially effective", a CAP shall be developed and implemented prior to September 15<sup>th</sup> of the following school year.
  - ii. Teachers with a CAP must receive a mid-year evaluation. The progress of each teacher in meeting the goals of the CAP must be discussed during each post-observation conference, and all data and evidence of that progress must be documented in the teacher's personnel file.
  - iii. Teachers with a CAP may elect to have a representative of the Association present while developing the CAP and in any meeting at which the CAP is discussed throughout the school year in which it is effective.

4. Individual Professional Development Plans (PDP)
  - a. Annually, a teacher and their supervisor shall create an individual PDP, effective for one year. Each PDP must incorporate goals related to:
    - i. One area derived from the results of observations and evidence in the teacher's summative evaluation;
    - ii. Additional areas, as appropriate, aligned to (a) the teacher's role as a member of a collaborative professional learning community (PLC) and (b) any school and/or district improvement goals; and
    - iii. Any requirement for professional development stipulated elsewhere in statute or regulation.
  - b. For teachers new to the district, a PDP must be created within 30 instructional days of the teacher's assignment.
5. On or before May 15 of each year, the Board shall give to each non-tenured teacher a written offer of a contract for the next year or a written notice that such employment shall not be offered, per NJSA 18A:27-10.

B. Support Staff

1. All support staff members shall be evaluated annually by their immediate supervisor and a conference shall be held to discuss elements of the evaluation.
  - a. All support staff members will receive two copies of the evaluation. One copy shall be signed and returned to the evaluator to be placed into the support staff member's personnel file.
  - b. A support staff member shall have the opportunity to respond to the written evaluation within ten (10) work days of receipt of the evaluation. This reply shall be in duplicated, signed by the support staff member. The evaluator shall sign the copies and return one to the support staff member. One copy will be attached to the evaluation in the support staff member's personnel file.

**ARTICLE XV**  
**SALARIES**

A. Salaries

1. Teachers

- a. Effective July 1, 2014, the salary guide for teachers covered by this agreement is shown in Schedule "A" whose total dollar amount shall not exceed 2.90% of that paid through Schedule C in 2013-2014.
- b. Effective July 1, 2015, the salary guide for teachers covered by this agreement is shown in Schedule "B" whose total dollar amount shall not exceed 2.90% of that paid through Schedule A in 2014-2015.
- c. Effective July 1, 2016, the salary guide for teachers covered by this agreement is shown in Schedule "C" whose total dollar amount shall not exceed 2.68% of that paid through Schedule B in 2015-2016.
- d. Effective July 1, 2017, the salary guide for teachers covered by this agreement is shown in Schedule "D" whose total dollar amount shall not exceed 2.40% of that paid through Schedule C in 2016-2017.
- e. Effective July 1, 2018, the salary guide for teachers covered by this agreement is shown in Schedule "E" whose total dollar amount shall not exceed 2.30% of that paid through Schedule D in 2017-2018.
- f. The total dollar amount for extra-service contracts shall be increased by 0% in 2014-15, 1.75% in 2015-16, 1.75% in 2016-17, 2.0% in 2017-18 and 2.0% in 2018-19. Negotiated salaries are shown in schedules "F, G, H, I, and J" respectively.
- g. All supplemental wages shall be taxed at the employee's individual tax rate. Supplemental wages includes: all extra service contracts, medical waivers, homebound instruction, and other monies not specified in Schedules A-E; K-DD.
- h. Placement on the salary guides A, B, C, D, and E shall be determined by the number of years of experience recognized by the Board (Schedule "EE"), graduate and district in-service credits earned, and advanced degree(s) earned.

2. Secretaries
  - a. Effective July 1, 2014, the salary guide for secretaries covered by this agreement is shown in Schedule "K" whose total dollar amount shall not exceed 2.90% of that paid through Schedule I in 2013-2014.
  - b. Effective July 1, 2015, the salary guide for secretaries covered by this agreement is shown in Schedule "L" whose total dollar amount shall not exceed 2.90% of that paid through Schedule "K" in 2014-2015.
  - c. Effective July 1, 2016, the salary guide for secretaries covered by this agreement is shown in Schedule "M" whose total dollar amount shall not exceed 2.68% of that paid through Schedule "L" in 2015-2016.
  - d. Effective July 1, 2017, the salary guide for secretaries covered by this agreement is shown in Schedule "N" whose total dollar amount shall not exceed 2.40% of that paid through Schedule "M" in 2016-2017.
  - e. Effective July 1, 2018, the salary guide for secretaries covered by this agreement is shown in Schedule "O" whose total dollar amount shall not exceed 2.30% of that paid through Schedule "N" in 2017-2018.
3. Grounds Keepers, Messenger, Maintenance Personnel
  - a. Effective July 1, 2014, the salary guide covered by this agreement is shown in Schedule "P" whose total dollar amount shall not exceed 2.90% of that paid through Schedule "L" in 2013-2014.
  - b. Effective July 1, 2015, the salary guide covered by this agreement is shown in Schedule "Q" whose total amount shall not exceed 2.90% paid through Schedule "P" in 2014-2015.
  - c. Effective July 1, 2016 the salary guide covered by this agreement is shown in Schedule "R" whose total dollar amount shall not exceed 2.68% paid through Schedule "Q" in 2015-2016.
  - d. Effective July 1, 2017 the salary guide covered by this agreement is shown in Schedule "S" whose total dollar amount shall not exceed 2.40% paid through Schedule "R" in 2016-2017.
  - e. Effective July 1, 2018 the salary guide covered by this agreement is shown in Schedule "T" whose total dollar amount shall not exceed 2.30% paid through Schedule "S" in 2017-2018.



4. Custodians:
  - a. Effective July 1, 2014, Custodial salaries shall be listed in Schedule "U", whose total dollar amount shall not exceed 2.90% paid through Schedule O in 2013-2014.
  - b. Effective July 1, 2015, their salaries shall be listed in Schedule "V" whose total dollar amount shall not exceed 2.90% paid through Schedule "U" in 2014-2015.
  - c. Effective July 1, 2016, their salaries shall be listed in Schedule "W" whose total dollar amount shall not exceed 2.68% paid through Schedule "V" in 2015-2016.
  - d. Effective July 1, 2017, their salaries shall be listed in Schedule "X" whose total dollar amount shall not exceed 2.40% paid through Schedule "W" in 2016-2017.
  - e. Effective July 1, 2018, their salaries shall be listed in Schedule "Y" whose total dollar amount shall not exceed 2.30% paid through Schedule "X" in 2017-2018 with an additional \$3,300 added into the custodial guide.
5. Library Aides, Instructional Aides, Aide Interpreters
  - a. Effective July 1, 2014, their salaries shall be listed in Schedule "Z" whose total dollar amount shall not exceed 2.90% paid through Schedule P in 2013-2014.
  - b. Effective July 1, 2015, their salaries shall be listed in Schedule "AA" whose total dollar amount shall not exceed 2.90% paid through Schedule "Z" in 2014-2015.
  - c. Effective July 1, 2016, their salaries shall be listed in Schedule "BB" whose total dollar amount shall not exceed 2.68% paid through Schedule "AA" in 2015-2016.
  - d. Effective July 1, 2017, their salaries shall be listed in Schedule "CC" whose total dollar amount shall not exceed 2.40% paid through Schedule "BB" in 2016-2017.
  - e. Effective July 1, 2018, their salaries shall be listed in Schedule "DD" whose total dollar amount shall not exceed 2.30% paid through Schedule "CC" in 2017-2018.

6. Cafeteria, Educational Interpreters, Part Time Non-Instructional Aides:
  - a. Effective July 1, 2014, all salaries shall increase by an average of 2.90% for the 2014-2015 school year.
  - b. Effective July 1, 2015, all salaries shall increase by an average of 2.90% for the 2015-2016 school year.
  - c. Effective July 1, 2016, all salaries shall increase by an average of 2.68% for the 2016-2017 school year.
  - d. Effective July 1, 2017, all salaries shall increase by an average of 2.40% for the 2017-2018 school year.
  - e. Effective July 1, 2018, all salaries shall increase by an average of 2.30% for the 2018-2019 school year.
7. All Support Staff shall be awarded a Three hundred and fifty dollar (\$350.) service increment for each fifteen (15) consecutive years of service in the Pitman School district to be paid in a separate check at the end of the fifteenth, thirtieth, forty-fifth, etc. year. Approved leaves of absences shall not sever continuity.
8. Teachers who work at least ninety (90) student days or the equivalent of two marking periods shall receive one (1) full year's credit for the purpose of receiving a step increment on the salary guide. Teachers who work less than ninety (90) student days per year shall not receive a step increment and shall be placed on the same step at which they were paid in the last year employed and shall be paid in accordance with the rate of pay as specified for that step on the teachers guide in effect for that contract.
9. All other employees must work at least half of their contract year in order to receive a pay increment.
10. Teachers performing home or supplemental instruction, curriculum work or providing professional service beyond the normal school day or school year shall be paid at the rate of \$30 per hour in 14/15, \$32 per hour in 15/16, \$34 per hour in 16/17, \$36 per hour in 17/18 and \$36 per hour in 18/19.
11. A custodian in charge of a building shall receive seven hundred fifty dollars (\$750.00) per year.
12. A custodian/maintenance employee in possession of a Black Seal license shall receive an additional five hundred dollars (\$500.00) annually. The BOE shall reimburse each employee the cost of the renewal fee to maintain their Black Seal License.

13. Salaries for ten month employees shall be paid on every other Friday for the period September through June for a total of twenty-one (21) checks issued. For Instructional and Library Aides a pay period shall consist of 8.57 days (180 student days/21 pays). Prior to July 1, a representative of the Association has the right to consult with the Business Administrator concerning the schedule of paydays for the next succeeding year. However, establishing the schedule of paydays is the responsibility of the Business Administrator and shall not be grievable. A schedule of paydays shall be provided to each employee at the beginning of each school year. If the pay day falls on a holiday or during a holiday recess, and a minimum of five (5) working days exist since the prior payday, checks will be given out the last school day before the holiday. If there are less than five (5) days to prepare the payroll, checks will be distributed the first regular school day following the holiday or recess. Twelve month employees recognize that they will receive only 26 checks in any fiscal year. Calendar irregularities make it necessary to skip one week in the payroll schedule. The business office will notify twelve month employees by July 1 of the fiscal year when such irregularities will occur.

**ARTICLE XVI**  
**INSURANCE**

- A. 1. The entire Annual medical/prescription/dental insurance premium for individual, employee/spouse, parent/children and/or family coverage will be paid by the Board for each full time employee, employed on or before June 30, 1997, who remains in the employment of the Board for the full school year, notwithstanding any law(e.g. - P.L. 2011, Chapter 78) to the contrary. Such coverage shall be equal to the existing coverage but purchased at the best possible cost to the Board. For new employees medical, prescription, and dental insurance coverage shall commence as per the rules governing the plan, notwithstanding any law(e.g. - P.L. 2011, Chapter 78) to the contrary.

2. Changes to Coverage and Plans

a. As of July 1, 2008 Traditional Plan terminates. The PPO Plan becomes the only plan.

b. July 1, 2014 to June 30, 2019.

1. PPO Plan office co-pay as follows:

\$10 primary/ \$30 specialist

2. Starting in 2015-2016, Emergency Room co-pay increases to \$100 and outpatient surgical copay increases to \$ 100. The Board will reimburse employees \$ 50 per ER visit and \$ 100 per outpatient surgery. Total reimbursement amounts no to exceed \$ 32,600 per year.

3. Starting in 2017-2018, inpatient hospital copay increases to \$ 100/day for a maximum of 5 days. The Board will reimburse employees \$ 100 per day for a maximum of 5 days. Total reimbursement amounts not to exceed \$ 65,300. Reimbursements will be made quarterly.

4. Prescription mail order included in the Medical Plan will be \$10 co-pay for a 3 month supply. All other prescription purchases as per rules governing the plan.

B. An employee with no immediate family dependents shall be eligible for individual employee coverage only. The Board will pay for single-only medical coverage in the PPO Program for the first three years of employment (new teachers) only, employed after July 1, 1997, with all current employees maintained at full coverage. Affected employees can choose extended coverage by paying the difference through payroll deductions for the PPO Plan only.

C. There shall be a voluntary health insurance waiver plan for employees. In order to waive insurance, the Board shall require an employee to provide proof of coverage (i.e. a copy of the medical insurance card or letter from a medical insurance provider) before an employee may waive such insurance. Employees who waive shall be entitled to the following reimbursement:

- Single \$ 2,500.00
- Member/Partner/Child(ren) \$ 3,500.00
- Family \$ 5,000.00

Employees must apply each year during open enrollment period. 50% of the amount will be paid on the second pay in December, 50% on the second pay in June.

- D. Beginning July 1, 1995 those employees who retired from Pitman School District on or after June 30, 1969 and prior to July 1, 1993 who had accrued fifteen (15) consecutive years of active service in the Pitman School District shall contribute \$25.00 per month co-pay to the hospitalization insurance premium for individual coverage, the balance of which shall be paid by the Board. Employees in this group who had twenty-five (25) years of service or more at retirement must enroll in the New Jersey State Health Benefits Plan as provided by law.
- E. The Board will provide Four Hundred Fifty Dollars (\$450.00) beginning July 1, 2007 school year to be applied to the cost of an employee/family dental insurance plan for each participating employee who remains in the employment of the Board for the full school year. Employees through the Board payroll deduction plan shall pay the rest of the insurance premiums, if any. Such a payroll deduction plan will be provided based on the following conditions:
1. A minimum employee enrollment of thirty per cent (30%) shall be required for initiating payroll deductions for a specific plan.
  2. One (1) dental program shall be designated for payroll deductions.
  3. Enrollment shall be open for three (3) weeks in June of each year and closed thereafter except for new employee appointments throughout the school year.
- F. If an active employee dies the Board will continue to pay the hospital insurance premium for family, spouse and/or child coverage for a period of four months following the death.

## ARTICLE XVII

### TUITION REIMBURSEMENT

- A. Professional growth is a continuing responsibility of the teachers. The Superintendent and Board may require training in certain skills when instructional changes occur in the district.
- B. The Board will reimburse Full Time Teachers for a maximum of nine (9) graduate level credits per contract year successfully completed with a minimum grade of B or a grade of Pass in a binary grading system subject to the aggregate Tuition Reimbursement Cap of \$45,000.

The teacher must be a full time employee of the Board.

In order to qualify for reimbursement, the course must be directly related to the teacher's job responsibilities. Maximum reimbursement shall be up to one hundred percent (100%) of the Rowan University rate for graduate tuition.

A Teacher must complete one additional contract year if reimbursement is received; otherwise, teacher(s) will be required to reimburse the district the full amount paid.

A Non-Tenured teacher who voluntarily leaves the employment of the district prior to attaining tenure shall return to the district the total amount of tuition reimbursement prior to voluntary separation.

Reimbursement shall be paid no later than the last teacher's day in the month of June. If the requests for the reimbursement in any contract year (14/15, 15/16, 16/17, 17/18 and 18/19) total greater than the aggregate dollar amount allotted for that year for all reimbursement requests, the reimbursement shall be prorated to an equal dollar per credit amount.

To be eligible for reimbursement, prior to registering for the course, the employee must submit an Application for Reimbursement to the Superintendent and obtain the Superintendent's approval that the course is eligible for reimbursement. To obtain reimbursement, the employee must submit an official transcript which contains a grade of pass in a pass/fail situation or a grade of B or better in the approved course.

- C. Full time support staff may apply for reimbursement for college course work, if there is a valid and compelling need by the district to have the employee receive this training. Decisions regarding reimbursement will be at the sole discretion of the Superintendent. If payment is made to full time support staff, the full time support staff shall complete one additional contract year. If the full time support staff voluntarily leaves the employment of the district prior to the completing one additional year, the full time support staff will reimburse the district the full amount of tuition reimbursement paid out during the prior year.

**ARTICLE XVIII**  
**MISCELLANEOUS**

A. Payroll Deductions

The Board shall provide a payroll deduction plan for employee participation in tax sheltered annuity programs providing the following conditions are met:

1. A minimum employment enrollment of ten (10) shall be required for initiating payroll deductions for a specific plan.
2. The total number of different annuity programs for which simultaneous payroll deductions shall be made shall not exceed three (3).

B. Credit Union

1. An employee desiring to have deductions made from his/her salary for payment to a credit union shall submit a written authorization therefore to the Board Secretary setting forth the amount of said deduction therein and designating the name of the credit union to which the deduction shall be forwarded. Upon receipt of the aforesaid written authorization, the Board Secretary shall withhold the amount indicated and forward it to the treasurer of the designated credit union.
2. The credit union designated must be one where the membership is limited to public employees and which is organized under the laws of the State of New Jersey or the United States.
3. The employee's written authorization may be withdrawn upon filing notice of such withdrawal with the Board Secretary.
4. Each authorization submitted by an employee to the Board Secretary shall recite: Neither the Board nor the Board Secretary shall have any liability to any person as a result of withholding salary pursuant to the authorization referred to herein.

C. Uniforms will be provided to custodians, maintenance, and messenger employees and shall be worn during regular work hours. The uniform style and type shall be selected jointly by Association and Board representatives. The Business Administrator shall have final approval.

D. Raincoat and Rubber pull on boots will be provided to custodians. The style and type shall be selected by the Business Administrator.

**ARTICLE XIX**  
**REPRESENTATION FEE**

A. Purpose of Fee

If an employee included under the provisions of Article I, B and C does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

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

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, fees and assessments charged by the Association to its own members. The representation fee has been set at eighty-five percent (85%) of that amount solely because that is the maximum presently allowed by law. Should the law be changed in this regard, the amount of that representation fee automatically will be changed to the maximum allowed, said change to become effective as of the beginning of the Association membership year immediately following the effective date of change.

C. Deduction and Transmission of Fee

1. Notification

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



2. Payroll Deduction Schedule

The schedule for the deduction of representation fees and the transmission of such fees to the Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.

3. Changes

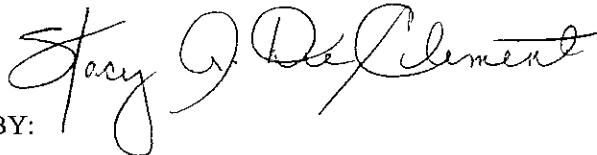
The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or in the amount of representation fee.

4. New Employees

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

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 15th day of April, 2015.

PITMAN BOARD OF EDUCATION



BY:

Stacy A. DeClement

PRESIDENT

PITMAN EDUCATION ASSOCIATION



BY:

Anthony Cappello, President PEA

REPRESENTATIVE

**SCHEDULE "A" 2014-2015**

Step	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	46,971	49,477	51,248	52,064	52,711	53,049	54,399
2	47,071	49,547	51,348	52,164	52,811	53,149	54,499
3	47,171	49,647	51,448	52,264	52,911	53,249	54,599
4	47,371	49,847	51,648	52,464	53,111	53,449	54,799
5	48,071	50,547	52,348	53,164	53,811	54,149	55,499
6	48,771	51,247	53,048	53,864	54,511	54,849	56,199
7	49,471	51,947	53,748	54,564	55,211	55,549	56,899
8	51,422	53,898	55,699	56,515	57,162	57,500	58,850
9	53,176	55,652	57,453	58,269	58,916	59,254	60,604
10	55,077	57,553	59,354	60,170	60,817	61,155	62,505
11	57,156	59,632	61,433	62,249	62,896	63,234	64,584
12	59,557	62,033	63,834	64,650	65,297	65,635	66,985
13	62,407	64,883	66,684	67,500	68,147	68,485	69,835
14	66,247	68,723	70,524	71,340	71,987	72,325	73,675
15	70,247	72,723	74,524	75,340	75,987	76,325	77,675
16	75,737	78,213	80,014	80,830	81,477	81,815	83,165
17	81,187	83,663	85,464	86,280	86,927	87,265	88,615
18	82,212	84,688	86,489	87,305	87,952	88,290	89,640

**SCHEDULE "B" 2015-2016**

Step	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1-2	47,372	49,848	51,649	52,465	53,112	53,450	54,800
3	47,472	49,948	51,749	52,565	53,212	53,550	54,900
4	47,672	50,148	51,949	52,765	53,412	53,750	55,100
5	48,372	50,848	52,649	53,465	54,112	54,450	55,800
6	49,072	51,548	53,349	54,165	54,812	55,150	56,500
7	49,772	52,248	54,049	54,865	55,512	55,850	57,200
8	51,722	54,198	55,999	56,815	57,462	57,800	59,150
9	53,622	56,098	57,899	58,715	59,362	59,700	61,050
10	55,522	57,998	59,799	60,615	61,262	61,600	62,950
11	57,622	60,098	61,899	62,715	63,362	63,700	65,050
12	60,022	62,498	64,299	65,115	65,762	66,100	67,450
13	62,872	65,348	67,149	67,965	68,612	68,950	70,300
14	66,772	69,248	71,049	71,865	72,512	72,850	74,200
15	70,772	73,248	75,049	75,865	76,512	76,850	78,200
16	75,172	77,648	79,449	80,265	80,912	81,250	82,600
17	79,662	82,138	83,939	84,755	85,402	85,740	87,090
18	82,662	85,138	86,939	87,755	88,402	88,740	90,090

**SCHEDULE "C" 2016-2017**

Step	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	47,372	49,848	51,649	52,465	53,112	53,450	54,800
2-3	47,472	49,948	51,749	52,565	53,212	53,550	54,900
4	47,672	50,148	51,949	52,765	53,412	53,750	55,100
5	48,372	50,848	52,649	53,465	54,112	54,450	55,800
6	49,072	51,548	53,349	54,165	54,812	55,150	56,500
7	49,772	52,248	54,049	54,865	55,512	55,850	57,200
8	51,722	54,198	55,999	56,815	57,462	57,800	59,150
9	53,622	56,098	57,899	58,715	59,362	59,700	61,050
10	55,522	57,998	59,799	60,615	61,262	61,600	62,950
11	57,722	60,198	61,999	62,815	63,462	63,800	65,150
12	60,122	62,598	64,399	65,215	65,862	66,200	67,550
13	62,972	65,448	67,249	68,065	68,712	69,050	70,400
14	66,872	69,348	71,149	71,965	72,612	72,950	74,300
15	70,872	73,348	75,149	75,965	76,612	76,950	78,300
16	75,272	77,748	79,549	80,365	81,012	81,350	82,700
17	79,762	82,238	84,039	84,855	85,502	85,840	87,190
18	83,012	85,488	87,289	88,105	88,752	89,090	90,440

**SCHEDULE "D" 2017-2018**

Step	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	47,372	49,848	51,649	52,465	53,112	53,450	54,800
2	47,472	49,948	51,749	52,565	53,212	53,550	54,900
3-4	47,672	50,148	51,949	52,765	53,412	53,750	55,100
5	48,372	50,848	52,649	53,465	54,112	54,450	55,800
6	49,072	51,548	53,349	54,165	54,812	55,150	56,500
7	49,772	52,248	54,049	54,865	55,512	55,850	57,200
8	51,722	54,198	55,999	56,815	57,462	57,800	59,150
9	53,622	56,098	57,899	58,715	59,362	59,700	61,050
10	55,522	57,998	59,799	60,615	61,262	61,600	62,950
11	57,722	60,198	61,999	62,815	63,462	63,800	65,150
12	60,122	62,598	64,399	65,215	65,862	66,200	67,550
13	62,972	65,448	67,249	68,065	68,712	69,050	70,400
14	66,872	69,348	71,149	71,965	72,612	72,950	74,300
15	70,872	73,348	75,149	75,965	76,612	76,950	78,300
16	75,272	77,748	79,549	80,365	81,012	81,350	82,700
17	79,762	82,238	84,039	84,855	85,502	85,840	87,190
18	83,252	85,728	87,529	88,345	88,992	89,330	90,680

**SCHEDULE "E" 2018-2019**

Step	BA	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	47,497	49,973	51,774	52,590	53,237	53,575	54,925
2	47,597	50,073	51,874	52,690	53,337	53,675	55,025
3	47,797	50,273	52,074	52,890	53,537	53,875	55,225
4-5	48,497	50,973	52,774	53,590	54,237	54,575	55,925
6	49,197	51,673	53,474	54,290	54,937	55,275	56,625
7	49,897	52,373	54,174	54,990	55,637	55,975	57,325
8	51,847	54,323	56,124	56,940	57,587	57,925	59,275
9	53,747	56,223	58,024	58,840	59,487	59,825	61,175
10	55,647	58,123	59,924	60,740	61,387	61,725	63,075
11	57,847	60,323	62,124	62,940	63,587	63,925	65,275
12	60,247	62,723	64,524	65,340	65,987	66,325	67,675
13	63,097	65,573	67,374	68,190	68,837	69,175	70,525
14	66,997	69,473	71,274	72,090	72,737	73,075	74,425
15	70,997	73,473	75,274	76,090	76,737	77,075	78,425
16	75,397	77,873	79,674	80,490	81,137	81,475	82,825
17	79,897	82,373	84,174	84,990	85,637	85,975	87,325
18	83,502	85,978	87,779	88,595	89,242	89,580	90,930

<b>EXTRA-SERVICE CONTRACTS ATHLETIC</b>	<b>SCHEDULE F 2014-2015</b>	<b>SCHEDULE G 2015-2016</b>	<b>SCHEDULE H 2016-2017</b>	<b>SCHEDULE I 2017-2018</b>	<b>SCHEDULE J 2018-2019</b>
Hockey Head Coach	6,222	6,331	6,442	6,571	6,702
Hockey Assistant Coach	4,976	5,063	5,152	5,255	5,360
Cross Country Coach	5,652	5,751	5,852	5,969	6,088
Boys Soccer Head Coach	6,222	6,331	6,442	6,571	6,702
Boys Soccer Ass't Coach	4,976	5,063	5,152	5,255	5,360
Boys Soccer Freshman Coach	4,236	4,310	4,386	4,473	4,563
Girls Soccer Head Coach	6,222	6,331	6,442	6,571	6,702
Girls Soccer Ass't Coach	4,976	5,063	5,152	5,255	5,360
Girls Soccer Freshman Coach	4,236	4,310	4,386	4,473	4,563
Girls Tennis Coach	5,646	5,745	5,845	5,962	6,081
Football Head Coach	7,014	7,137	7,262	7,407	7,555
Football Ass't Coach	4,976	5,063	5,152	5,255	5,360
Football Ass't Coach	4,976	5,063	5,152	5,255	5,360
Football Ass't Coach	4,976	5,063	5,152	5,255	5,360
Football Ass't Coach	4,976	5,063	5,152	5,255	5,360
Cheerleading – Fall	3,555	3,617	3,681	3,754	3,829
Cheerleading – Winter	3,555	3,617	3,681	3,754	3,829
Boys Basketball Head Coach	6,222	6,331	6,442	6,571	6,702
Boys Basketball Ass't Coach	4,976	5,063	5,152	5,255	5,360
Boys Basketball Freshman	4,236	4,310	4,386	4,473	4,563
Swimming Head Coach	6,222	6,331	6,442	6,571	6,702
Swimming Ass't Coach	4,976	5,063	5,152	5,255	5,360
Weight Training – Fall	1,442	1,467	1,493	1,523	1,553
Weight Training – Winter	1,442	1,467	1,493	1,523	1,553
Weight Training – Spring	1,442	1,467	1,493	1,523	1,553
Girls Basketball Head Coach	6,222	6,331	6,442	6,571	6,702
Girls Basketball Ass't Coach	4,976	5,063	5,152	5,255	5,360
Girls Basketball Freshman	4,236	4,310	4,386	4,473	4,563
Wrestling Head Coach	6,222	6,331	6,442	6,571	6,702
Wrestling Ass't Coach	4,976	5,063	5,152	5,255	5,360
Baseball Head Coach	6,222	6,331	6,442	6,571	6,702
Baseball Ass't Coach	4,976	5,063	5,152	5,255	5,360
Baseball Freshman Coach	4,236	4,310	4,386	4,473	4,563
Golf Head Coach	5,646	5,745	5,845	5,962	6,081
Boys Tennis Coach	5,646	5,745	5,845	5,962	6,081
Girls Softball Head Coach	6,222	6,331	6,442	6,571	6,702
Girls Softball Ass't Coach	4,976	5,063	5,152	5,255	5,360
Girls Softball Freshman Coach	4,236	4,310	4,386	4,473	4,563
Boys Track Head Coach	6,222	6,331	6,442	6,571	6,702
Boys Track Ass't Coach	4,976	5,063	5,152	5,255	5,360
Girls Track Head Coach	6,222	6,331	6,442	6,571	6,702
Girls Track Ass't Coach	4,976	5,063	5,152	5,255	5,360
Winter Track	6,222	6,331	6,442	6,571	6,702

EXTRA SERVICE CONTRACTS CO-CURRICULAR	SCHEDULE F 2014-2015	SCHEDULE G 2015-2016	SCHEDULE H 2016-2017	SCHEDULE I 2017-2018	SCHEDULE J 2018-2019
K-12 BSI Coordinator	3,555	3,617	3,681	3,754	3,829
Computer Coordinator	4,216	4,290	4,365	4,452	4,541
Marching Band Director	5,956	6,060	6,166	6,290	6,415
Marching Band Ass't	3,419	3,479	3,540	3,611	3,683
Marching Band Ass't	3,419	3,479	3,540	3,611	3,683
Marching Band Percussion Instr.	711	723	736	751	766
Detention Proctor H.S	3,912	3,980	4,050	4,131	4,214
Auditorium Manager H.S.	4,941	5,027	5,115	5,218	5,322
Drama Advisor – Fall..	3,555	3,617	3,681	3,754	3,829
Senior Class Advisor	2,451	2,494	2,538	2,588	2,640
Senior Class Advisor	2,451	2,494	2,538	2,588	2,640
Junior Class Advisor	2,479	2,522	2,567	2,618	2,670
Junior Class Advisor	2,479	2,522	2,567	2,618	2,670
Sophomore Class Advisor	1,251	1,273	1,295	1,321	1,347
Sophomore Class Advisor	1,251	1,273	1,295	1,321	1,347
Freshman Class Advisor	971	988	1,005	1,025	1,046
Freshman Class Advisor	971	988	1,005	1,025	1,046
Student Council Advisor	2,132	2,169	2,207	2,251	2,296
Year Book Advisor	5,510	5,606	5,705	5,819	5,935
Yearbook Business manager	2,357	2,398	2,440	2,489	2,539
National Honor Society	1,244	1,266	1,288	1,314	1,340
National Art Honor Society	1,139	1,159	1,179	1,203	1,227
Musical/Play Director	3,555	3,617	3,681	3,754	3,829
Musical/Play Ass't Director	2,131	2,168	2,206	2,250	2,295
Musical/Play Set Builder	1,598	1,626	1,654	1,688	1,721
Choral Director H.S.	3,555	3,617	3,681	3,754	3,829
Jazz Band Director	2,483	2,526	2,571	2,622	2,675
Teen Arts Coordinator	1,139	1,159	1,179	1,203	1,227
Computer Club Advisor H.S.	1,429	1,454	1,479	1,509	1,539
Content Coordinator(s)	6,113	6,220	6,329	6,455	6,585
Literary Magazine Advisor	1,244	1,266	1,288	1,314	1,340
Fall Formal	1,008	1,026	1,044	1,064	1,086
Fall Formal	1,008	1,026	1,044	1,064	1,086
Saturday Attendance Make-up	117.49/day	120/day	122/day	124/day	127/day
Key Club	1,555	1,582	1,610	1,642	1,675
SADD	1,260	1,282	1,304	1,331	1,357
High School Department chair	2,035	2,071	2,107	2,149	2,192
+ \$50.00/each dept. member					
BOE approved teacher in charge for regional/statewide competitions/tryouts/auditions not covered by extra-service contract	164/day	167/day	170/day	173/day	177/day

<b>EXTRA SERVICE CONTRACTS CO-CURRICULAR</b>	<b>SCHEDULE F 2014-2015</b>	<b>SCHEDULE G 2015-2016</b>	<b>SCHEDULE H 2016-2017</b>	<b>SCHEDULE I 2017-2018</b>	<b>SCHEDULE J 2018-2019</b>
Middle School Team Leader	2,088	2,125	2,162	2,205	2,249
Middle School Team Leader	2,088	2,125	2,162	2,205	2,249
Middle School Team Leader	2,088	2,125	2,162	2,205	2,249
Middle School Team Leader	2,088	2,125	2,162	2,205	2,249
Middle School Newspaper	1,424	1,449	1,474	1,504	1,534
Middle School Student Council	1,334	1,357	1,381	1,409	1,437
Middle School Ass't Student Council	1,154	1,174	1,195	1,219	1,243
Middle School Memory Book	1,424	1,449	1,474	1,504	1,534
Middle School Chorus	2,880	2,930	2,982	3,041	3,102
Middle School Band	3,912	3,980	4,050	4,131	4,214
Middle School Dance Coordinator	1,199	1,220	1,241	1,266	1,291
Middle School Ass't Dance	891	907	922	941	960
Middle School Saturday Detention	660	672	683	697	711
Middle School Literary Club	1,070	1,089	1,108	1,130	1,153
Middle School Mentor Club	1,303	1,326	1,349	1,376	1,404
Field Hockey Middle School	2,300	2,340	2,381	2,429	2,477
Floor Hockey Middle School	1,244	1,266	1,288	1,314	1,340
Coed Volleyball Middle School	1,244	1,266	1,288	1,314	1,340
Boys Basketball Middle School	1,244	1,266	1,288	1,314	1,340
Girls Basketball Middle School	1,244	1,266	1,288	1,314	1,340
Wrestling Middle School	1,303	1,326	1,349	1,376	1,404
Masquers Advisor	3,912	3,980	4,050	4,131	4,214
Masquers Ass't Advisor	1,155	1,175	1,196	1,220	1,244
Safety Patrol Memorial	1,065	1,084	1,103	1,125	1,147
Safety Patrol Kindle	1,065	1,084	1,103	1,125	1,147
Safety Patrol Walls	1,065	1,084	1,103	1,125	1,147
Middle School Detention Proctor	2,619	2,665	2,711	2,766	2,821
Builder's Club	1,167	1,187	1,208	1,232	1,257
Middle School 6 <sup>th</sup> Grade Class Advisor	800	814	828	845	862
Middle School 7 <sup>th</sup> Grade Class Advisor	800	814	828	845	862
Middle School 8 <sup>th</sup> Grade Class Advisor	800	814	828	845	862
BOE approved teacher in charge for regional/statewide competitions/tryouts/auditions not covered by extra-service contract	164/day	167/day	170/day	173/day	177/day

All supplemental wages shall be taxed at the employee's individual tax rate.

**SECRETARY SALARY GUIDE**  
**SCHEDULE K – 2014-2015**

STEP	10 MONTH	12 MONTH
J	37,267	44,720
I	37,600	45,120
H	37,933	45,520
G	38,267	45,920
F	38,600	46,320
E	38,933	45,720
D	39,267	47,120
C	39,600	47,520
B	39,933	47,920
A	40,267	48,320

**SECRETARY SALARY GUIDE**  
**SCHEDULE L – 2015-16**

STEP	10 MONTH	12 MONTH
J	38,267	45,920
I	38,600	46,320
H	38,933	46,720
G	39,267	47,120
F	39,600	47,520
E	39,933	47,920
D	40,267	48,320
C	40,600	48,720
B	40,933	49,120
A	41,267	49,520

**SECRETARY SALARY GUIDE**  
**SCHEDULE M – 2016-2017**

STEP	10 MONTH	12 MONTH
J	39,277	47,132
I	39,610	47,532
H	39,943	47,932
G	40,277	48,332
F	40,610	48,732
E	40,943	49,132
D	41,277	49,532
C	41,610	49,932
B	41,943	50,332
A	42,277	50,732

**SECRETARY SALARY GUIDE**  
**SCHEDULE N – 2017-2018**

STEP	10 MONTH	12 MONTH
J	40,197	48,236
I	40,530	48,636
H	40,863	49,036
G	41,197	49,436
F	41,530	49,836
E	41,863	50,236
D	42,197	50,636
C	42,530	51,036
B	42,863	51,436
A	43,197	51,836

**SECRETARY SALARY GUIDE**  
**SCHEDULE O – 2018-2019**

STEP	10 MONTH	12 MONTH
J	41,127	49,352
I	41,460	49,752
H	41,793	50,152
G	42,127	50,552
F	42,460	50,952
E	42,793	51,352
D	43,127	51,752
C	43,460	52,152
B	43,793	52,552
A	44,127	52,952



## MAINTENANCE SALARY GUIDE

**SCHEDULE P  
2014-2015**

STEP	SALARY
N	36,946
M	37,446
L	37,946
K	38,446
J	38,946
I	39,446
H	39,946
G	40,446
F	40,946
E	42,380
D	43,651
C	45,678
B	48,031
A	50,385
Career	50,874

**SCHEDULE Q  
2015-2016**

STEP	SALARY
N	37,904
M	38,404
L	38,904
K	39,404
J	39,904
I	40,404
H	40,904
G	41,404
F	41,904
E	43,338
D	44,609
C	46,636
B	48,989
A	51,343
Career	51,832

**SCHEDULE R  
2016-2017**

STEP	SALARY
N	38,789
M	39,289
L	39,789
K	40,289
J	40,789
I	41,289
H	41,789
G	42,289
F	42,789
E	44,223
D	45,494
C	47,521
B	49,874
A	52,228
Career	52,717

**SCHEDULE S  
2017-2018**

STEP	SALARY
N	39,924
M	40,424
L	40,924
K	41,424
J	41,924
I	42,424
H	42,924
G	43,424
F	43,924
E	45,358
D	46,629
C	48,656
B	51,009
A	53,363
Career	53,852

**SCHEDULE T  
2018-2019**

STEP	SALARY
N	41,129
M	41,629
L	42,129
K	42,629
J	43,129
I	43,629
H	44,129
G	44,629
F	45,129
E	46,563
D	47,834
C	49,861
B	52,214
A	54,568
Career	55,057

## CUSTODIAN SALARY, GUIDE

**SCHEDULE U – 2014-2015**

**SCHEDULE V – 2015-2016**

**SCHEDULE W – 2016-2017**

STEP	SALARY
Q	30,583
P	30,783
O	30,983
N	31,183
M	31,383
L	31,583
K	31,783
J	33,631
I	34,739
H	35,812
G	37,306
F	38,800
E	40,294
D	42,194
C	44,013
B	45,873
A	48,315

STEP	SALARY
Q	31,103
P	31,303
O	31,503
N	31,703
M	31,903
L	32,103
K	32,303
J	34,151
I	35,259
H	36,332
G	37,826
F	39,320
E	40,814
D	42,714
C	44,533
B	46,393
A	48,835

STEP	SALARY
Q	31,412
P	31,612
O	31,812
N	32,012
M	32,212
L	32,412
K	32,612
J	34,460
I	35,568
H	36,641
G	38,135
F	39,629
E	41,123
D	43,023
C	44,842
B	46,702
A	49,144

**SCHEDULE X - 2017-2018**

**SCHEDULE Y – 2018-2019**

STEP	SALARY
Q	31,661
P	31,861
O	32,061
N	32,261
M	32,461
L	32,661
K	32,861
J	34,709
I	35,817
H	36,890
G	38,384
F	39,878
E	41,372
D	43,272
C	45,091
B	46,951
A	49,393

STEP	SALARY
Q	31,936
P	32,136
O	32,336
N	32,536
M	32,736
L	32,936
K	33,136
J	34,984
I	36,092
H	37,165
G	38,659
F	40,153
E	41,647
D	43,547
C	45,366
B	47,226
A	49,668

## INSTRUCTIONAL/LIBRARY GUIDES

### SCHEDULE Z – 2014-2015

STEP	0 CREDIT	60 CREDIT	DEGREE
J	12.00	12.20	12.40
I	12.10	12.30	12.50
H	12.20	12.40	12.60
G	12.31	12.51	12.71
F	12.42	12.62	12.82
E	12.81	13.01	13.21
D	13.28	13.48	13.68
C	13.50	13.70	13.90
B	13.96	14.16	14.36
A	14.59	14.79	14.99

### SCHEDULE AA – 2015-2016

STEP	0 CREDIT	60 CREDIT	DEGREE
J	12.14	12.34	12.54
I	12.24	12.44	12.64
H	12.34	12.54	12.74
G	12.44	12.64	12.84
F	12.55	12.75	12.95
E	12.94	13.14	13.34
D	13.41	13.61	13.81
C	13.64	13.84	14.04
B	14.10	14.30	14.50
A	14.73	14.93	15.13

### SCHEDULE BB – 2016-2017

STEP	0 CREDIT	60 CREDIT	DEGREE
J	12.27	12.47	12.67
I	12.37	12.57	12.77
H	12.47	12.67	12.87
G	12.57	12.77	12.97
F	12.67	12.87	13.07
E	13.06	13.26	13.46
D	13.53	13.73	13.93
C	13.78	13.98	14.18
B	14.24	14.44	14.64
A	14.87	15.07	15.27

## INSTRUCTIONAL/LIBRARY GUIDES

### SCHEDULE CC – 2017-2018

STEP	0 CREDIT	60 CREDIT	DEGREE
J	12.41	12.61	12.81
I	12.51	12.71	12.91
H	12.61	12.81	13.01
G	12.71	12.91	13.11
F	12.81	13.01	13.21
E	13.19	13.39	13.59
D	13.66	13.86	14.06
C	13.91	14.11	14.31
B	14.37	14.57	14.77
A	15.00	15.20	15.40

### SCHEDULE DD – 2018-2019

STEP	0 CREDIT	60 CREDIT	DEGREE
J	12.59	12.79	12.99
I	12.69	12.89	13.09
H	12.79	12.99	13.19
G	12.89	13.09	13.29
F	12.99	13.19	13.39
E	13.34	13.54	13.74
D	13.81	14.01	14.21
C	14.06	14.26	14.46
B	14.51	14.71	14.91
A	15.14	15.34	15.54

**FOOD SERVICE**

2014-2015 – 2.90%

2015-2016 – 2.90%

2016-2017 – 2.68%

2017-2018 – 2.40%

2018-2019 – 2.30%

**LUNCH ROOM AIDES**

2014-2015 – 2.90%

2015-2016 – 2.90%

2016-2017 – 2.68%

2017-2018 – 2.40%

2018-2019 – 2.30%

**OFFICE AIDES/HALL MONITORS**

2014-2015 – 2.90%

2015-2016 – 2.90%

2016-2017 – 2.68%

2017-2018 – 2.40%

2018-2019 – 2.30%

**YEARS OF EXPERIENCE**  
**SCHEDULE EE**

STEP	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
1	1	1-2	1	1	1
2	2	2	2-3	2	2
3	3	3	3	3-4	3
4	4	4	4	4	4-5
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10
11	11	11	11	11	11
12	12	12	12	12	12
13	13	13	13	13	13
14	14	14	14	14	14
15	15	15	15	15	15
16	16-17	16	16	16	16
17	18	17-18	17	17	17
18	19+	19+	18+	18+	18+