

# AGREEMENT

between the

**EGG HARBOR CITY EDUCATION  
ASSOCIATION**

and the

**EGG HARBOR CITY BOARD OF EDUCATION**

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July 1, 2003 through June 30, 2006

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**PREAMBLE**

This Agreement is entered into this 1<sup>st</sup> day of July, 2003 by and between the Board of Education of the City of Egg Harbor City School District, in the County of Atlantic, New Jersey, hereinafter called the "Board", and the Egg Harbor City Education Association, hereinafter called the "Association".

**ARTICLE I**  
**RECOGNITION**

A. **Unit**

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all full-time and part-time employees working twenty (20) or more hours per week, employed by the Board, whether under contract or on leave, including:

Classroom Teachers, Librarian(s), Nurse(s), Learning Disability Specialist(s), and similar ten (10) month professional positions requiring certification; Secretaries to Building Principals and the Secretary to the Child Study Team; Custodial/Maintenance Staff and Aides.

Psychologist, administrative, supervisory, confidential, and all other employee  
Classifications not listed as included are excluded from this bargaining unit.

B. **Definitions**

The following definitions shall apply:

“Employee(s)” shall refer to all employees represented by the Association in  
the  
Negotiation Unit as defined in Section A of this Article, and references to male  
employees shall also include female employees.

“Teacher” shall refer to all certified professional employees.

“Support Staff” shall refer to secretaries, custodial/maintenance employees and Aides.

“Principal’s Secretary” shall refer to a person employed in that specific position classification.

“Custodial/Maintenance Staff or Personnel” shall refer to employees assigned to clean and/or maintain buildings(s) and/or grounds.

“Aides” shall refer to all persons employed in that position, regardless of the exact assignment except if a specific classification of aides is specified herein.

**ARTICLE II**  
**NEGOTIATING PROCEDURE**

- A. Negotiations shall commence in accordance with the rules and regulations established by P.E.R.C.
- B. During negotiations, the Board and Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. The Board shall make available to the Association upon reasonable request, all information which is in the public domain.
- C. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party.
- D. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.
- E. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Association before they are established. All changes in existing benefits shall first be negotiated with the Association. Benefits are herein defined as those substantive matters which are mutually understood for at least three (3) years.
- F. If mutually agreed between the parties to this Agreement, employees will be provided release time for meetings, negotiations, conferences, etc., relating to this Agreement.

G. The cost of duplicating copies of this Agreement will be borne by the Board. In addition, the Board shall provide fifteen (15) additional copies to the Association.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

A. **Definitions**

1. **Grievance**

A “grievance” is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, or policies or administrative decisions affecting the terms and conditions of employment of an employee or group of employees.

2. **Aggrieved Person**

An “aggrieved person” is the person or persons or the Association making the claim.

3. **Party in Interest**

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

B. **Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise. Both parties agree that



proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. **Procedure**

1. **Time Limits**

The number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. **Year End Grievance**

From the day after the last teacher workday each year until the first teacher workday in the next school year, the phrase "school days", which appears in 3., 4., 5., and 6. below is transformed to "week days".

3. **Level One – Principal or Immediate Supervisor**

The grievant must file, in writing, within twenty (20) school days of the event. This is not to preclude an employee with a grievance from first discussing it with his principal or immediate supervisor with the objective of resolving the matter informally, provided the discussion(s) take place within the twenty-day filing limit specified above.

4. Level Two – Superintendent

If the aggrieved is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) school days of the filing at Level One, he may file the grievance with the Superintendent within ten (10) school days following the Level One decision or lack thereof. The Superintendent will have ten (10) school days after the receipt of such grievance in which to respond.

5. Level Three – Board of Education

If the Association or individual is not in agreement with the Superintendent's decision, or if no decision is rendered within the specified time limits, the grievance may be presented to the Board of Education, in writing, within five (5) school/work days of the Superintendent's decision or lack thereof. The Board of Education shall hear the grievance within thirty (30) calendar days of its presentation.

6. Level Four – Arbitration

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within twenty-five (25) calendar days after the grievance was delivered to the Board of Education, he may, within five (5) school days after a decision by the Board of Education, or thirty (30) calendar days after the grievance was delivered to the Board, whichever is sooner, and if the Association determines that the

grievance is meritorious, submit the grievance to arbitration with simultaneous notice to the Board.

b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain such a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.

c. The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall issue his decision not later than twenty (20) days from the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

d. In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator.

e. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and Association. Any other expenses incurred shall be paid by the party incurring same.

7. Non-Arbitrable Items

Provided none of the terms of this Agreement have been violated, the following shall not be arbitrable:

- a. Failure to offer subsequent appointment to a non-tenured employee and the termination of services of a teacher.
- b. Appointment to, or lack of appointment to, retention in, or lack of retention in, any position for which tenure is not possible or not required.
- c. Any matter other than those covered by statute or by any law or regulation having the force and effect of law, including any matter subject to the procedures specified in New Jersey Statutes Title 18A.

D. Rights of Employees To Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

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

E. Miscellaneous

1. Group Grievances

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two.

2. Written Decisions

All decisions shall be in writing setting forth the decision and the reason(s) therefore, and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section C., 6., c. of this Article.

3. Separate Grievance File

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.

4. Forms

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

5. Meetings and Hearings

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

**ARTICLE IV**  
**EMPLOYEE RIGHTS**

A. **Statutory Savings Clause**

Pursuant to Chapter 303, Public Laws of 1968, as amended, the Board hereby agrees that every employee of the Board shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization, or to refrain from any such activity. Alleged violations may be appealed before the Public Employment Relations Commission and shall not be arbitrable under Article III of this Agreement. Nothing contained herein shall be construed to deny or restrict any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

B. **Non-Discrimination**

The Board agrees that there shall continue to be no discrimination, and that all practices, procedures and policies of the school system shall continue to exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, discipline of employees, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status and age. The only grievances that may go to arbitration under this paragraph are those alleging discrimination with respect to terms and conditions of employment.

C. **Exclusive Rights**

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

D. **Criticism**

Both parties to this Agreement understand and agree that necessary criticism of an employee should take place in private if conditions allow.

E. **Change in Pupil Grade**

No pupil grade or evaluation shall be changed without opportunity for prior consultation with the teacher.

F. **Required Meetings or Hearings**

Whenever any employee is required to appear before the Board of Education for a disciplinary matter, the employee shall be notified in writing of such requirement and the reasons for such requirement and the time and place of the meeting, and shall be entitled to be accompanied by a representative of his/her choice.



G. **Custodial/Maintenance Staff/Aide**

A custodial/maintenance staff member or Aide who has completed at least three (3) consecutive years of employment in the District and who is either discharged mid-contract or is not renewed for a successor year may file a grievance under Article III which may proceed to binding arbitration under Level Four. The standard the arbitrator shall employ in judging the Board's action in discharging a custodial/maintenance employee or Aide or in not renewing him or her is: Was the Board's action arbitrary or capricious? If so, the arbitrator may fashion a remedy. If not, the grievance shall be denied.

**ARTICLE V**  
**EMPLOYEE FACILITIES**

A. **Vending Machines**

Upon request of the Association, a vending machine will be allowed in each employees' lounge. The Association accepts full responsibility for the area utilized for the above machines.

B. **Telephone Line**

The Board will provide a telephone line in each employees' lounge. The line will be in the name of the Association. The Board will pay the monthly base rate only for such line. The Association shall be responsible for the billing amount or charges above the monthly base rate.

**ARTICLE VI**  
**ASSOCIATION RIGHTS**

A. **Meetings**

The Association shall be provided use of a meeting room for legal Association business provided same is requested in advance. Location of the meeting room shall be designated by the school administration. Utilization of this school area shall not conflict with other scheduled meetings, classes, or student activities, and shall entail no cost to the Board.

B. **Equipment**

The Association shall be entitled to reasonable use of a school typewriter, fax machines, copy machines, audio-visual equipment and other computer related equipment provided the administration is notified in advance by the Association representative and provided such use shall not interfere with normal school and/or business operations.

C. **Bulletin Boards**

The Board shall provide bulletin boards for Association use. Such bulletin boards shall be located in the employee lounge or such other appropriate location.

D. **Mail Facilities**

The Association shall be allowed reasonable use of school mailboxes. A copy of items to be mailed shall be provided, in advance, to the building administrator for his approval. If the administrator disapproves of the item(s) to be mailed, then the item(s) must be enclosed in a sealed envelope in order to be sent through the school mail facilities.

**ARTICLE VII**  
**EMPLOYEE ASSIGNMENT, FAIR DISMISSAL**  
**AND EMPLOYMENT PROCEDURES**

A. **Teacher Assignment**

1. **Notification of Status (non-tenured)**

Consistent with the date set by law, the Board shall give to each non-tenured teacher continuously employed since the preceding September 30 either:

- a. A written offer of a contract for employment for the next succeeding year providing at least the same terms and conditions of employment, but with such benefits as may be required by law or agreement between the Board and the Association or
- b. A written notice that employment shall not be offered.

Should the Board fail to give a non-tenured teacher either an offer of contract for employment the next succeeding year or a notice that such employment shall not be offered within the time and in the manner provided by the Article, the Board shall have deemed to have offered to that teacher continued employment for the next succeeding school year upon the terms and conditions of employment as may be required by law or agreement between the Board and Association.

2. Notification of Intent to Return (non-tenured)

If a teacher desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided for herein. In default of such notice, the Board shall not be required to continue the employment of the teacher.

B. Notification of Change in Position

Teachers will be notified of change in their position for the following year by May 30. Any changes necessary after this time will be communicated to the teacher concerned as soon as known.

C. Posting of Vacancies

1. All known vacancies or new positions shall be posted in the principal's office and in the employees' lounge at least ten (10) school days prior to the closing date for applications, in order to allow employees who may be interested in applying for such positions the opportunity to apply. In the event that it is impossible for the administration to comply with the ten (10) day posting period, it shall post the jobs for the longest period possible given its staffing needs.

2. Employees desiring consideration for transfers to vacancies that arise during the summer shall notify the Superintendent in writing during the month of June. The administration will notify these employees and the President of the Association at

his/her home address of any vacancies that arise during the summer so that they may apply.

D. **Employment Procedures (Custodians)**

All custodians newly employed after December 17, 1999, may be required to complete a probationary period of up to ninety (90) calendar days, during which the Board retains the right to terminate at will. Any such termination shall not be subject to the grievance procedure. Upon completion of the probationary period, custodians will be issued an employment contract.

No employee shall be disciplined or discharged without just cause. These provisions shall not pertain to non-renewal of a non-tenured Custodian's contract.

**ARTICLE VIII**

**TEACHER EVALUATION, COMPLAINT PROCEDURE  
REGARDING PROFESSIONAL STAFF**

A. **Teacher Evaluation**

1. **Number of Evaluations**

There shall be a minimum of one (1) evaluation per year for all tenured teachers, and a minimum of three (3) per year for all non-tenured teachers employed for the full school year plus one (1) annual evaluation.

2. **Evaluation Procedure**

The evaluation shall consist of a classroom observation by a supervisor, a written evaluation report, and a conference between the supervisor and the teacher to discuss the report. The written evaluation report will be provided to the teacher at least one (1) day prior to the evaluation conference. The conference shall occur no later than five (5) days after the observation. Both parties shall sign the written evaluation report and retain a copy for their files. Signing of the evaluation by the teacher does not signify agreement. It indicates that the teacher has acknowledged receipt of such report. No such report will be placed in the teacher's file prior to the evaluation conference.



3. Written Disclaimer

Teachers shall have the right to submit a written disclaimer of the evaluation report within ten (10) days of the conference, and such disclaimer shall be attached to all copies of the evaluation report.

4. Evaluation Timelines

For all non-tenured teachers employed or reemployed as of September 15 of each school year, at least one (1) evaluation shall occur by December 1, and the third shall be completed by April 15. For all non-tenured teachers employed after September 15 of the school year, the schedule of evaluations shall be determined by the administration based on the proportion of the school year employed. For all tenured teachers, one (1) evaluation shall be completed by June 1.

B. Complaint Procedure Regarding Professional Staff

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

1. Meeting with the Principal/Immediate Superior

The principal or immediate superior shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally. The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint throughout all steps in this procedure.

2. Procedure

a. Step 1

In the event a complaint is unresolved to the satisfaction of all parties, the employee may request a conference with the complainant to attempt to resolve the complaint. If the complaint is unresolved as a result of such conference or if no mutually acceptable conference can be agreed on, move to Step 2.

b. Step 2

At the request of the employee or the complainant, any complaint unresolved under Step 1, shall be reviewed by the Building Principal or counterpart supervisor in an attempt to resolve the matter to the satisfaction of all parties concerned.

c. Step 3

Any complaint unresolved at Step 2 may be submitted in writing by the complainant or the employee to the Building Principal or counterpart supervisor, who shall forthwith forward a copy to the Superintendent or his designee and the complainant or employee.

d. Step 4

Upon receipt of the written complaint, the Superintendent or his designee shall confer with all parties. The employee shall have the right to be present at all meetings of the Superintendent or his designee and the complainant.

e. Step 5

If the Superintendent or his designee is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the employee, he shall forward the results of his investigation, along with his recommendations, in writing, to the Board of Education and a copy to all parties concerned.

f. Step 6

After receipt of the findings and recommendation of the Superintendent or his designee, and before action thereon, the Board shall afford the parties the opportunity to meet with the Board and show cause why the recommendation of the Superintendent or his designee should or should not be followed. Copies of the action taken by the Board of Education shall be forwarded to all parties.

g. Step 7

Any complaint unresolved under Step 6 may be submitted by the employee to the Level Three (3) of the grievance procedure as set forth in Article III of this Agreement. Such complaints may not proceed to Level Four (4).

A copy of the report(s) from the complaint shall be placed in the employee's personnel file.

ARTICLE IX

WORKING CONDITIONS FOR TEACHERS

A. Number of Workdays

1. The in-school work year for teachers shall be one hundred eighty (180) teaching days and two (2) days immediately preceding the teaching days and shall begin after September 1. Such two days shall be split between inservice and classroom preparation.

2. On the two (2) half-days for students during the first week of school, teachers shall be allowed to work in their classrooms for the remainder of the day after the students have been dismissed.

3. Teachers employed effective 7/1/88 and thereafter may be required to work an additional three (3) days during the first two full years of employment.

4. Inservice Days

In addition, teachers may be required to attend two (2) inservice day workshops not to exceed five (5) work hours within the confines of a normal day.

B. Length of Day

The teacher workday shall be seven (7) hours, including a thirty (30) minute lunch. The teacher workday will start ten (10) minutes before the start of the student day and shall end ten (10) minutes after the end of the student day.

1. Faculty Meetings

In addition, teachers and teacher aides will attend up to fifteen (15) meetings per year, not exceeding one (1) hour in length and not exceeding two (2) meetings per month. Said meetings are not to go beyond the hour of four ten (4:10 PM). There shall be a ten (10) day written notice given for each meeting, and an agenda for each meeting shall be provided prior by noon on the day of the meeting.

C. Abbreviated Days

1. First and Second Days of School

The dismissal time for students shall be in accordance with a half-day schedule on the first and second days of required student attendance, but staff shall work a full day on these days.

2. Thanksgiving, Christmas, Last Day of School

The dismissal time for teachers and aides shall be in accordance with a half-day schedule on the final school day before Thanksgiving and Christmas vacations. On the

final day of student attendance, teachers and aides shall be allowed to leave at 1:30 p.m.

D. Parent Conferences

1. Afternoon Parent Conferences

There shall be one (1) early dismissal day in the Fall and one (1) in the Spring for afternoon parent conferences. Should district-wide afternoon parent conferences be scheduled beyond four o'clock (4:00 PM) to four fifteen (4:15 PM), compensatory time shall be granted. Such time shall be arranged between the Superintendent of Schools and the Association President.

2. Evening Parent Conferences

a. There will be one (1) parent conference evenings in the Fall and one (1) parent conference evening in the Spring. The parent conference evening shall be in addition to the teachers' regular workday and shall not exceed two and one-half (2½) hours in length and shall end not later than 8:30 p.m.

b. On a day when an evening parent conference is scheduled in a school, all schools shall have a four (4) hour student day if lunch is not served and four and one-half (4½) hour student day, if lunch is served. Teachers and Aides shall remain ten (10) minutes beyond student dismissal.

E. **Back to School Night**

On a day when a Back-to-School Night is scheduled in a school, all teachers and Aides shall be allowed to leave ten (10) minutes after the students' dismissal. Students shall be scheduled for four (4) hours on that day, if lunch is not served and for four and one-half (4½) hours, if lunch is served. Teachers shall remain ten (10) minutes beyond student dismissal.

F. **Lunch and Preparation Time**

1. **Special Subject and Instructional Support Teachers**

In addition to their lunch period, shall have two hundred (200) minutes per week of preparation time, where practical. Such time shall be scheduled in not less than thirty (30) minute blocks on at least four (4) days per week.

2. **Self-Contained Classroom Teachers**

In addition to their lunch period, shall have two hundred (200) minutes per week of preparation time, where practical. Such time shall be scheduled in not less than thirty (30) minute blocks.

a. One (1) prep period each full student day per each 5-day student week shall be scheduled, where practical, for the full-time self-contained classroom teacher only. Should this not be practical, the full-time self-contained classroom teacher shall be compensated twelve dollars and fifty cents (\$12.50) per each full 5-day student week of the scheduled school year. Each teacher shall be responsible for submitting a voucher to the Board co-signed by the teacher's immediate supervisor for any compensation due.

3. Prep Time Denied

In the event a period of the two hundred minute per week preparation time is denied, then the teacher shall be compensated at the following:

30 minute period - \$12.00    40 minute period - \$16.00

Each teacher shall be responsible for submitting a voucher to the Board co-signed by the teacher's immediate supervisor for any compensation due.

4. Lunch Period Denied

Any teacher losing normal lunch period due to assigned supervision in an emergency situation shall receive compensatory time at time mutually agreed upon between the teacher and the principal.



**ARTICLE X**

**WORKING CONDITIONS FOR SUPPORT PERSONNEL**

A. **Work Year**

The work year for twelve (12) month secretarial and custodial employees shall be July 1 through June 30. The workweek shall be Monday - Friday.

1. **Secretaries' Calendar**

Twelve (12) month secretaries shall work same calendar as that worked by teachers from the first day of teacher attendance until the last day of teacher attendance.

2. **Teacher Aides**

a. The work year for teacher aides shall be the same as that for teachers when students are in attendance. Teacher aides will not be required to attend parent conferences or "Back to School Night." Teacher aides are required to attend faculty meetings.

b. Teacher aides will be advised of their assignment for the school year no later than August 15 prior to the start of the school year.

B. Work Shift

1. Secretaries

Twelve (12) month secretaries shall work eight (8) hours per day, inclusive of a one (1) hour lunch.

From July 1 to August 31, clerical staff shall work six and one-half (6½) hours per day, inclusive of a one (1) hour lunch.

2. Custodians

Twelve month custodians shall work:

- a. Day Shift Eight (8) hours per day, exclusive of a one (1) hour lunch.
- b. Night Shift Eight (8) hours per day, inclusive of a one-half (½) hour meal break.

3. Clerical Aides

- a. The workday for clerical aides shall be eight (8) hours per day inclusive of a one (1) hour lunch period.
- b. The workday for all other aides (except clerical aides) shall be seven (7) hours per day, inclusive of a lunch period and prep period of the same lengths as the teacher to whom the aide is assigned.

C. **Overtime**

Any employee working in excess of forty (40) hours per week shall be compensated overtime for all hours in excess of forty (40) at one and one-half (1½) times their normal hourly rate.

The parties agree that compensatory time may be selected by the employee in lieu of payment. Such compensatory time shall be consistent with applicable wage and hour laws. Use of compensatory time requires the advance, written approval of the immediate supervisor.

The District may require that a custodian work on a Saturday for a minimum of two hours.

Notice of available Saturday overtime shall be posted at least two weeks in advance. Employees shall be assigned overtime on a rotating basis starting each July 1<sup>st</sup> with the most senior employee and proceeding in order to the least senior employee. When the list is exhausted, the assignment rotation will begin again with the most senior employee. Any Custodian working four (4) hours or less on a Saturday shall receive \$85.00 in 2003-2004, \$90.00 in 2004-2005 and \$95.00 in 2005-2006. For each hour worked above four (4) hours, a custodian shall receive an additional \$25.00 per hour in 2003-2004, \$30.00 per hour in 2005-2005 and \$35.00 per hour in 2005-2006. Employees shall have the option of receiving compensatory time in lieu of payment. However, no custodial/maintenance employee may accumulate more than forty (40) hours of compensatory time. If an employee has reached the forty (40) hour limit, he/she shall be paid for the overtime. Compensatory time shall be scheduled by mutual agreement between the supervisor and the employee.

From the day after the last required day of teacher attendance through the day prior to

the first day of teacher attendance, custodians shall work seven (7) hours per day, exclusive of a one-half (½) hour lunch.

D. **Call Back**

Any employee who is called back into work at times other than his regularly scheduled work hours shall be guaranteed a minimum of two (2) hours pay at the overtime rate. This minimum guarantee provision shall not be applicable if the time is contiguous to an employee's regular work schedule.

E. **Holiday Schedule (Custodians)**

All twelve (12) month custodial employees shall receive fourteen (14) holidays with pay. These holidays shall be as follows:

- |                                    |                     |
|------------------------------------|---------------------|
| 1. Independence Day                | 8. January 1        |
| 2. Labor Day                       | 9. MLK Birthday     |
| 3. Columbus Day (if school closed) | 10. Presidents' Day |
| 4. Thanksgiving Day                | 11. Good Friday     |
| 5. Day after Thanksgiving          | 12. Easter Monday   |
| 6. December 24                     | 13. Memorial Day    |
| 7. December 25                     | 14. Veterans' Day   |

In the event that a holiday falls on a Saturday, Sunday or a student day, the administration shall designate an alternate holiday.

F. **Vacation**

All twelve (12) month secretarial and custodial employees shall be entitled to the following vacation days, with pay, per year:

- Upon completion of one (1) year . . . . . 5 working days
- Upon completion of two (2) years . . . . . 10 working days
- Upon completion of six (6) years . . . . . 15 working days
- Upon completion of eight (8) years . . . . . 20 working days

G. **Inclement Weather**

In case of inclement weather, the immediate supervisor will designate the reporting time of all custodial/maintenance employees.

ARTICLE XI  
ABSENCES AND LEAVES

A. Employee Paid Leaves

1. Sick Leave

a. Professional Staff

There shall be ten (10) accumulative sick leave days in any one school year for full-time teachers.

Nothing in this Agreement precludes bona fide sick leave utilization in accordance with 18A:30-1 et seq., nor shall any employee be precluded from returning to work because of illness (including illness related to childbirth).

b. Support Staff

Ten (10) month employees shall be entitled to ten (10) days of sick leave per work year. Twelve (12) month employees shall be entitled to twelve (12) days of sick leave per work year. New hires shall receive one (1) sick day per full month remaining in the work year as of the day of work, such total number of days to be available immediately. Unused sick leave shall accumulate from year to year.

The Secretary of the Board of Education shall inform employees by individual written notice of their accumulated sick days. This shall be done at the beginning of each school year, and no later than September 30. Individual employees shall receive updates on their available sick leave during the school year upon request.

2. Accumulated Sick Leave Incentive Program

Payment for unused sick leave shall be made by the Board to the retiring employee(s) with ten (10) or more years of service in the district provided:

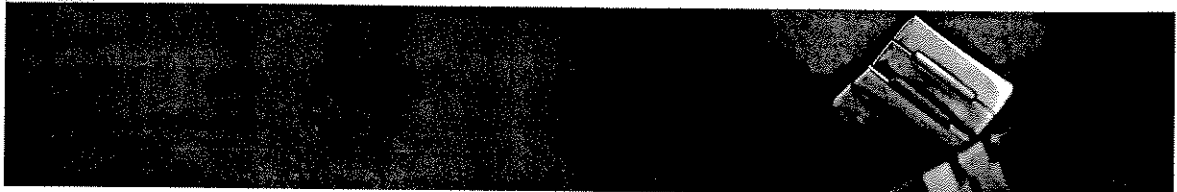
a. The effective date of retirement is after the last student day in one year and before the first student day in the following year.

b. The employee submits a non-revocable notice of intention to retire by the first day of January immediately preceding the effective date of retirement. At the request of the employee and only in the event of very extenuating circumstances, the Board may, but shall not be required to waive the "summer effective date" and the "January 1 notification date" requirement.

c. The amount of compensation for each accumulated and unused sick leave day shall be in accord with the following:

UNUSED DAYS:	EFFECTIVE JULY 1, 1999
0 - 50 days	\$0 per day
51 - 100 days	\$60.00 per day
101 - 150 days	\$65.00 per day
151 & over	\$70.00 per day

Effective July 1, 1999, any employee with a bank of one hundred (100) days will be eligible to receive payment for 0-50 unused sick days at a rate of \$25.00 per day.





The maximum amount for accumulated and unused sick leave that a retiring employee may receive shall not exceed: \$7,500 in 2003-2004, \$7,500 in 2004-2005 and \$8,000.00 in 2005-2006.

Should an employee with ten (10) or more years of service die prior to retirement, such payment shall be made to the employee's estate.

3. Annual Attendance Incentive Plan

After the conclusion of each school year and not later than July 31, for the life of this Agreement, the Board will provide the following bonuses to full-time employees to encourage improved staff attendance:

Total # of Sick & Personal days Used During the Prior School Year		Amount to be Compensated
No days used		\$250
If Annual District Attendance Rate* is:		
0%-3.25%:	1 day used	\$150
	2 days used	\$100
3.26%-3.75%:	1 day used	\$100
	2 days used	\$ 50
3.76%-4.00%:	1 day used	\$ 50
	2 days used	\$ 0
4.01%-	1 day used	\$ 0
	2 days used	\$ 0

\*Annual District Attendance Rate as calculated pursuant to NJ Department of Education guidelines.

4. Personal Leave

With the approval of the Superintendent or Board Secretary, an employee shall be granted, for personal reasons other than personal illness, up to three (3) days of absence per year:

An employee shall not be required to state the reason for a personal leave day except when such day shall be before or after a holiday or in an emergency.

Personal leave requests must be submitted one (1) week in advance, except in an emergency.

Any personal leave days not utilized by an employee in any year shall be added to their sick leave bank in the following year.

5. Illness in the Family

Up to three (3) days leave of absence, per year, shall be granted in the event of illness in an employee's immediate family. "Immediate family" shall be defined as mother, father, child, spouse, brother and sister.

6. Death in the Immediate Family

An employee will be granted, with his option as to a number, up to five (5) days of absence without loss of salary due to death in the employee's immediate family. Such bereavement days include, if appropriate, holidays and other days when school is closed, but do not include weekends.

"Immediate family" shall be defined as mother, father, child, spouse, brother and sister.

In addition, with employee option as to number, up to two (2) days shall be granted for death of a grandparent, grandchild or in-law, and one (1) day for the death of another close relative. Additional time may be granted at the sole discretion of the Superintendent.

7. Professional Leave

a. Teachers

Upon prior approval of the Superintendent, leaves of absence, with pay, may be granted for the purpose of visiting other schools or attending meetings of an educational nature.

b. Support Staff

Custodial staff personnel may attend one (1) day of the annual NJEA convention for professional improvement. The day of attendance shall be scheduled mutually between the employee and his immediate supervisor.

8. Jury Duty Leave

Employees shall be granted jury duty leave with pay.

To be eligible for pay, the employee shall write to the court authorities requesting to be excused or to have the jury duty postponed to a time when school is not in session.

Employees shall submit to the Superintendent a copy of the summons as well as a copy of the letter to the court authorities seeking excuse from jury duty to be eligible for full pay in addition to jury duty pay should such employee still be required to serve.

Employees on approved jury duty leave shall be entitled to full pay in addition to their jury duty pay.

**B. Unpaid Leaves of Absence for Professional Staff**

**1. Child Rearing Leave**

- a. Child rearing leave, without pay, shall be granted to an employee with a child less than six (6) months of age provided application is made in writing at least sixty (60) days prior to the beginning of such leave. Such leave shall not exceed a period of twenty-four (24) months.
- b. Child rearing leave shall commence on the 1st or the 15th of the month requested by the employee.
- c. The employee on child rearing leave shall pay for his share of fringe benefits.
- d. Notice that an employee intends to return to active duty must be made no later than April 1 of the prior school year for a September 1 return or sixty (60) days prior to a January 1 return. Any other return date may be granted if such return is by mutual agreement between the employee and the Superintendent, shall be effective for the 1st day of any month, and sufficient advance notice is given, as determined by the Superintendent.
- e. Personnel returning from child rearing leave may be restored to the exact same position, subject area, and grade at the commencement of such leave. Such determination resides solely with the Board.

f. Personnel returning from child rearing leave shall be placed on the latest salary guide with employees of equal training and experience. No experience credit will be granted for the period of such leave unless ninety (90) or more days have been worked in the year in which the leave was granted.

g. The Board need not grant child-rearing leave to a non-tenured teacher beyond the contract year in which the leave is obtained.

2. Adoption Leave

Any employee adopting an infant child up to one (1) year of age shall receive child rearing leave which shall commence upon receiving de facto custody of said infant or earlier if necessary to fulfill the requirements of adoption. All the child rearing leave procedures shall apply where applicable.

3. Military Leave

Military leave shall be granted to an employee in accordance with the mandates of statute.

4. Extended Personal Leave

a. An extended leave for personal reasons, without pay, shall be granted to a maximum of two (2) employees per year, provided application is made in writing no later than June 1 preceding the requested commencement of the leave. Such leaves shall be for a period of one (1) school year (September 1 through June 30).

b. To be eligible for such leave, an employee must have been employed for at least seven (7) consecutive years, inclusive of any Board approved leave, in the Egg Harbor City Schools. To be eligible for a second such leave, the

employee must be employed for an additional seven (7) years, inclusive of other Board approved leaves, but exclusive of leave under this section.

c. In the event more than (2) employees request such leave, extended personal leave shall be granted based upon total length of service.

d. Extended personal leave shall be granted for the following reasons:

(1) Service in a public office and/or campaign for such service for the applicant or another person.

(2) Outside teaching in a college, university or other public school.

(3) Engaging in activities of the Association or its affiliates.

(4) Other personal reasons.

e. The employee on leave shall not be entitled to any benefits provided by this Agreement except as expressly provided for by this Article and by law.

f. All benefits to which an employee was entitled at the time his leave commenced, including unused accumulated sick leave and credits toward any other leave, shall be restored to him upon his return, and he shall be assigned to a position within his area of certification. Credit for advancement on the salary guide shall not be earned while the employee is on leave.

5. Good Cause

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

**ARTICLE XII**  
**TUITION REIMBURSEMENT**

A. **Professional Staff**

Teachers shall be reimbursed three-quarters ( $\frac{3}{4}$ ) the cost of each graduate course. The maximum annual reimbursement to a teacher under this section shall be \$1,400.00 in 2003-2004 and \$1,500.00 in 2004-2005.

In 2005-2006 a Teacher's maximum reimbursement shall be \$1,500.00 or \$1,600.00 with the provision the teacher remains in the district for two (2) years. Should a teacher receiving \$1,600.00 leave before the two years, he/she shall reimburse the Board \$100.00.

B. **Support Staff**

Secretaries, custodians and aides shall be reimbursed three-quarters ( $\frac{3}{4}$ ) the cost of each undergraduate course, at state, county college, or vocational school in order to improve performance and update skills. The maximum annual reimbursement to a secretary, custodian or aide under this section shall be \$600.00.

C. **Approval Process**

In order to be eligible for course reimbursement and/or receive salary guide credit, the employee must:

1. Submit district course approval form and course description to the Superintendent for approval. Forms are in school office.

2. Submit to the Superintendent a copy of a grade report/transcript with a grade of “B” or better and a copy of the course tuition bill.

3. Teachers submitting proof of having attained sufficient credit for lateral movement on the salary guide (e.g., BA to BA+15) shall be placed, retroactively, if necessary, on the appropriate column of the salary guide on September 1 or February 1 following the semester in which the necessary credits for advancement were attained, provided that:

a. the teacher submitted to the Superintendent by December 15 of the previous school year a notice of intent to advance on the salary guide in the coming school year; and

b. the teacher submitted to the Superintendent, by September 15 or February 15 of the lateral movement year, an official course transcript indicating the necessary credits for such

4. If the requirements and timelines of C., 3., a. and b. above are not fulfilled, the teachers shall be placed on the appropriate column of the salary guide on September 1 of the following school year.

D. **Staff Development: Travel/Reimbursement**

Any employee attending a workshop, conference or meeting that has been approved by the immediate supervisor and the District central office, will be entitled to reimbursement as follows:



Breakfast . . . . . \$7.50 per day  
Lunch . . . . . \$10.00 per day  
Dinner . . . . . \$17.00 per day  
Lodging . . . . . \$85.00 per day  
Parking . . . . . \$8.00 per day

All District approved travel outside of the District shall be reimbursed at the IRS mileage rate in effect at the time the travel is undertaken.

**ARTICLE XIII**

**EXTRACURRICULAR ACTIVITIES**

A. **Definition**

Extracurricular activities are Board approved activities, which take place before or after the regular workday.

B. **Posting and Assignment**

All vacancies for extracurricular activities shall be posted as early as the district is aware of its needs. The posting shall include the qualifications for and the duties of the position.

If no qualified applicants apply for the position(s), an employee will not be assigned to more than one (1) extracurricular activity per year for two (2) consecutive years.

C. **Teacher-Proposed New Activities**

If a teacher proposes a new activity for Board/Administration consideration, in order to receive compensation, the teacher must include activity in his building's budget development the previous year. If the Board formally approves the activity, the teacher will receive fifty percent (50%) of the activity stipend for the first year of the activity.

If the teacher-proposed activity is not planned for in his building's budget, compensation of the first year of the Board approved activity will be based on availability of funds and Board discretion.

D. Prorated Stipends

If the Board approved activity is for significantly less than an average of one (1) period per week, the annual stipend shall be prorated.

E. Annual Stipends

Summer Curriculum Work/Homebound Instruction Rate -	\$29.08 per hr. in 2003-2004
	\$30.61 per hr. in 2004-2005
	\$32.29 per hr. in 2005-2006
Coaching Stipend (C.A.L.) -	\$1959.00 in 2003-2004
	\$2009.00 in 2004-2005
	\$2059.00 in 2005-2006
Pupil Advisory Committee or New Teacher Mentor Stipend -	\$711.90 per yr. in 2003-2004
	\$749.27 per yr. in 2004-2005
	\$790.48 per yr. in 2005-2006
Board Approved Extracurricular Activities/ Intramural (annual stipend) For each session per week -	\$534.45 per yr. in 2003-2004
	\$562.50 per yr. in 2004-2005
	\$593.43 per yr. in 2005-2006

**ARTICLE XIV**  
**EMPLOYEE BENEFIT PROGRAM**

A. **Health Insurance**

The Board of Education shall continue to provide medical, prescription, dental and optical coverage at a level equal to or better than levels provided as of June 30, 2002 except as stated otherwise under the following paragraph at no cost to the employee for the employee and his/her eligible dependents.

B. **Prescription Plan**

The Board shall provide, at no expense to the employee, a ten dollar (\$10.00) (namebrand)/five dollar (\$5.00) (generic) co-pay prescription plan. This will be the New Jersey Health Benefits Prescription Drug Plan or a plan to be mutually agreed upon. Effective July 1, 2004, the co-pay shall increase to fifteen dollars (\$15.00) (namebrand)/five (\$5.00) (generic)

The Board will pay full annual premium for a single employee. If an employee elects dependent coverage, the Board shall pay eighty-five percent (85%) of the annual premium with the employee paying the additional fifteen percent (15%) through monthly payroll deductions. The deductions are not to exceed \$250.00 per year.

C. **Voluntary Withdrawal from Coverages Under A. and B.**

1. If allowable under the provisions of the Health Insurance and/or Prescription Plans, an employee otherwise entitled to coverage under A. and B. above shall have

the option to voluntarily not participate in one or both plans and withdraw from any such coverage. It is understood that the decision to exercise this option rests solely with the employee. In the event an employee makes such election, the Board shall compensate such employee fifty percent (50%) of the yearly premium cost for the plan under which the employee would have been covered. Such cash payment shall be in the form of a stipend and shall be paid on or before June 30 of the school year in which the non-participation occurs. The prescription coverage aspect of this section shall take effect July 1, 2000.

2. In order for an employee to be eligible to elect this cash option, an employee must provide documentation to the Board that he/she has alternate plan coverage.

3. All withdrawals shall be for a full year (July 1 through June 30). Written notification of an employee's intent to elect this withdrawal option must be filed with the Board during the open enrollment period. Employees may either re-elect the option of withdrawal during each open enrollment period or elect to re-enroll in the insurance plan offered by the District. Prior to each open enrollment period, the Board's insurance carrier and/or representative shall hold a meeting with employees considering to elect to withdraw from the District's insurance plan and shall apprise them of any and all benefits and/or risks involved should the employee elect such waiver.

4. Notwithstanding the above, an employee who has a change in status (e.g. termination of employment, death, separation, divorce, etc.) which causes the employee to lose his alternate plan coverage shall be entitled to re-enroll in the relevant plan during the year provided the employee provides the Board with notice of the change of status within sixty (60) days of the event causing such change. The Board's obligation for the cash option shall be prorated for the employee subject to a change in status. If the District's plan does not accept the employee, the District will find a comparable plan and pay the premium up to the current amount paid for employees in the District's plan. Additional costs above the current cost incurred will be the responsibility of the employee. The employee will be re-enrolled in the District's plan at the first permissible date.

5. Return to the prescription plan for reasons other than a change in status is subject to the terms of the carrier.

D. **Dental Plan**

A dental plan, to be mutually agreed upon by the Association and Board, shall be provided for each employee and will include family coverage. The cost for the employees' coverage shall be borne by the Board. From July 1, 2003 through December 31, 2003, the Plan shall be Delta Dental Preferred. Effective January 1, 2004, the Plan shall be Delta Dental Advantage.

E. **Optical Reimbursement Plan**

1. **All Staff**

The Board will provide reimbursement up to a total of four hundred dollars (\$400.00) to each employee during the life of the contract. One hundred dollars (\$100.00) for the 2002-2003 Agreement and three hundred dollars (\$300.00) for the 2003-2006 Agreement for optical services.

2. **Reimbursements**

Requests for reimbursements must be submitted on a signed voucher and must include a receipt of payment.

F. **Employee Benefit Plan Descriptions**

The Board shall provide to each employee a description of the health care insurances provided under this Article not later than September 30 of each school year. Such description shall include a description of conditions and limits of coverage.

**ARTICLE XV**  
**PAYROLL PROCEDURES**

A. **Dues Deduction From Salary**

The Board agrees to, deduct from the salaries of its employees dues for the Egg Harbor City Education Association, the Atlantic County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said employee individually and voluntarily authorizes the Board to deduct. Employee authorizations shall be made in writing.

Such deductions shall be made in compliance with Chapter 310, P.L. of 1967, N.J.S.A. 52:14-15.9e, and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the Treasurer of the Egg Harbor City Education Association by the fifteenth (15<sup>th</sup>) of each month following the month in which the deductions are made. The Association shall disburse such monies to the appropriate association or associations.

Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

Additional authorization for dues deductions may be received after August 1 under rules established by the State Department of Education.

Any written authorization for dues deductions may be withdrawn by the employee at any time by the filing of notice of such withdrawal with the Board. The filing of notice of



withdrawal shall be effective to halt deductions as of January 1 or July 1 next succeeding the date on which notice of withdrawal is filed.

**B. Payroll Savings Plan**

The Board agrees to establish a savings plan, through payroll deduction with an accredited institution selected by the Association. The amount of the deduction shall be a flat dollar amount, and not a percentage amount. Applications may be made upon initial employment, or by September 15 and January 15 of each year, and members may cease their deductions at only these same points in the year. Deductions shall begin no later than the second pay period following the closing date for applications.

**C. Direct Deposit**

The Board agrees to establish a direct deposit for payroll checks with a local institution as agreed upon by the Board and Association.

**ARTICLE XVI**  
**REPRESENTATION FEE**

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

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, initiation 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, initiation fees and assessments charged by the Association to its own members and the representation fee may set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be

increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission Fee

1. Notification - Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph b below, the full amount of the representation fee and promptly will transmit the amount to the Association.

2. Payroll Deduction Schedule - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. ten (10) days after receipt of the aforesaid list by the Board, or
- b. thirty (30) days after the employee begins his employment in a bargaining unit position unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff in which event the

deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment - If an employee who is required to pay a representation fee terminates his employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics - Except as otherwise provided in this Article, the mechanics for the deduction of the representation fees and the transmittal of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

5. Changes - The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fees, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. 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.

D. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability which may arise be reason of any action taken by the Board in complying with the provisions of this Article, provided that the Board give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

2. Exception

It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

**ARTICLE XVII**

**SALARY**

A. **Salary Guides**

1. The salaries of the employees covered by this Agreement shall for the 2003-2006 school years be as set in Schedules A, B, C, and D attached hereto and made part hereof.

B. **Longevity**

1. All employees with eighteen (18) to nineteen (19) years of service in the District shall receive an additional \$400.00 above their base salary.

2. All employees with twenty (20) to twenty-four (24) years of service in the District shall receive an additional \$500.00 above their base salary.

3. All employees with twenty-five (25) or more years of service in the District shall receive an additional \$600.00 above their base salary.

4. Longevity shall be pro-rated based on an employee's date of hire and the employee's annual salary shall be adjusted on either July 1 or January 1.

C. **Black Seal**

Any custodian who has and maintains his black seal license shall receive an additional \$500.00 above his annual base salary.

Effective with the date of the ratification of the 1999-2002 Agreement, all custodial/maintenance employees hired on or after that date shall be required to attain the Black Seal license within eighteen (18) months of initial hire. Failure to attain the license shall be grounds for non-renewal.

**ARTICLE XVIII**

**DURATION OF AGREEMENT**

A. This Agreement shall be effective as of July 1, 2003, except as herein provided, and shall continue in effect until June 30, 2006, subject to the Association's right to begin negotiations for a successor Agreement in accordance with Article II of the Agreement.

B. In witness thereof, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their Corporate seals to place thereon.

**EGG HARBOR CITY  
BOARD OF EDUCATION**

BY: Margaret A. Simola Sr.  
President

BY: E. Marie Stetman  
Secretary

**EGG HARBOR CITY  
EDUCATION ASSOCIATION**

BY: Renee Shew  
President

BY: Carl L. Farrell  
Secretary



**SALARY SCHEDULE A-1**  
**TEACHER SALARY GUIDE**  
**2003-2004**

<u>STEP</u>	<u>BA</u>	<u>B+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	36,839	37,419	38,182	38,946	39,473	40,000
2	37,039	37,619	38,382	39,146	39,673	40,200
3	37,239	37,819	38,582	39,346	39,873	40,400
4	37,555	38,135	38,898	39,662	40,189	40,716
5	37,903	38,482	39,246	40,010	40,537	41,063
6	38,301	38,881	39,644	40,408	40,935	41,461
7	38,698	39,278	40,041	40,805	41,332	41,859
8	39,320	39,899	40,663	41,427	41,953	42,480
9	39,814	40,393	41,157	41,921	42,447	42,974
10	40,403	40,982	41,746	42,510	43,036	43,563
11	41,378	41,958	42,721	43,485	44,012	44,539
12	42,852	43,431	44,195	44,959	45,486	46,012
13	44,176	44,756	45,519	45,283	46,810	47,337
14	46,422	47,002	47,765	48,529	49,056	49,582
15	50,109	50,689	51,452	52,216	52,743	53,270
16	53,953	54,533	55,296	56,060	56,587	57,114
17	58,456	59,035	59,799	60,563	61,089	61,616
18	61,477	62,056	62,820	63,584	64,111	64,537

**SALARY SCHEDULE A-2**  
**TEACHER SALARY GUIDE**  
**2004-2005**

<b>STEP</b>	<b>BA</b>	<b><u>B+15</u></b>	<b><u>BA+30</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>
1	38,272	38,871	39,662	40,452	40,998	41,543
2	38,472	39,071	39,862	40,652	41,198	41,743
3	38,672	39,271	40,062	40,852	41,398	41,943
4	38,872	39,471	40,262	41,052	41,598	42,143
5	39,231	39,831	40,622	41,412	41,957	42,503
6	39,644	40,243	41,034	41,824	42,369	42,915
7	40,055	40,654	41,445	42,235	42,781	43,326
8	40,698	41,298	42,088	42,879	43,424	43,969
9	41,209	41,809	42,600	43,390	43,935	44,480
10	41,819	42,419	43,209	44,000	44,545	45,090
11	42,829	43,428	44,219	45,009	45,554	46,100
12	44,354	44,954	45,744	46,535	47,080	47,625
13	45,725	46,324	47,115	47,905	48,450	48,996
14	48,049	48,649	49,439	50,230	50,775	51,320
15	51,866	52,465	53,256	54,046	54,591	55,137
16	55,844	56,444	57,234	58,025	58,570	59,115
17	60,504	61,104	61,895	62,685	63,230	63,776
18	63,632	64,231	65,022	65,812	66,358	66,903

**SALARY SCHEDULE A-3**

**TEACHER SALARY GUIDE**

**2005-2006**

<u>05-06</u> <u>ACTUAL</u>	<u>05-06</u> <u>STEP</u>	<u>BA</u>	<u>B+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	1-3	40,200	40,825	41,715	42,600	43,200	43,800
2	4	40,400	41,025	41,915	42,800	43,400	44,000
3	5	40,600	41,225	42,115	43,000	43,600	44,200
4	6	41,336	41,961	42,851	43,736	44,336	44,936
5	7	41,765	42,390	43,280	44,165	44,765	45,365
6	8	42,436	43,063	43,951	44,836	45,436	46,036
7	9	42,969	43,594	44,484	45,369	45,969	46,569
8	10	43,605	44,230	45,120	46,005	46,605	47,205
9	11	44,657	45,282	46,172	47,057	47,657	48,257
10	12	46,248	46,873	47,763	48,648	49,248	49,848
11	13	47,677	48,302	49,192	50,077	50,677	51,277
12	14	51,413	52,038	52,928	53,813	54,413	55,013
13	15	55,149	55,774	56,664	57,549	58,149	58,749
14	16	58,885	59,510	60,400	61,285	61,885	62,485
15	17	62,621	63,246	64,136	65,021	65,621	66,221
16	18	66,357	66,982	67,872	68,757	69,357	69,957

**SALARY SCHEDULE B**  
**SECRETARIES' SALARY GUIDE**  
**2003 – 2006**

<b><u>STEP</u></b>	<b><u>2003-2004</u></b>	<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>
1	\$23,284	\$24,223	\$25,360
2	23,770	24,729	25,889
3	24,101	25,074	26,250
4	25,129	26,143	27,369
5	26,272	27,332	28,613
6	27,411	28,517	29,854
7	27,984	29,114	30,479
8	28,556	29,708	31,101
9	29,698	30,897	32,346
10	32,325	33,629	35,206
11	34,925	36,334	38,038

**SALARY SCHEDULE C**  
**CUSTODIANS' SALARY GUIDE**

**2003 - 2006**

<b><u>STEP</u></b>	<b><u>2003-2004</u></b>	<b><u>2004-2005</u></b>	<b><u>2005-2006</u></b>
1	\$22,608	\$23,520	\$24,623
2	23,030	23,960	25,083
3	23,453	24,399	25,544
4	23,875	24,839	26,004
5	24,298	25,278	26,464
6	25,398	26,423	27,662
7	26,733	27,812	29,116
8	28,747	29,907	31,309
9	30,345	31,569	33,050
OG	37,612	38,836	40,317

Note: Any employee on step 9 will remain on step 9 during the life of this agreement. Only those employees" off guide" in 2003-2004 shall remain "off guide".

**SALARY SCHEDULE D-1**

**AIDES' SALARY GUIDE**

**2003 – 2004**

<b><u>STEP</u></b>	<b><u>HS DIPLOMA</u></b>	<b><u>HS+60</u></b>	<b><u>TEACHER/BA CERT.</u></b>	<b><u>CLERICAL</u></b>
1	\$11,132	\$12,541	\$14,632	\$16,232
2	11,332	12,741	14,832	16,432
3	11,532	12,941	15,032	16,632
4	11,878	13,287	15,378	16,978
5	12,225	13,634	15,725	17,325
6	12,571	13,980	16,071	17,671
7	13,006	14,415	16,506	18,106
8	13,439	14,848	16,939	
9	13,872	15,281	17,372	
OG 1	17,057			

**SALARY SCHEDULE D-2**

**AIDES' SALARY GUIDE**

**2004 - 2005**

<b><u>STEP</u></b>	<b><u>HS DIPLOMA</u></b>	<b><u>HS+60</u></b>	<b><u>TEACHER/BA CERT</u></b>	<b><u>CLERICAL</u></b>
1	\$12,751	\$14,160	\$16,251	\$17,851
2	12,951	14,360	16,451	18,051
3	13,151	14,560	16,651	18,251
4	13,351	14,760	16,851	18,451
5	13,741	15,150	17,241	18,841
6	14,130	15,539	17,630	19,230
7	14,619	16,028	18,119	19,719
8	15,106	16,515	18,606	
9	15,592	17,001	19,092	
OG 1	19,005			

**SALARY SCHEDULE D-3**

**AIDES' SALARY GUIDE**

**2005 – 2006**

<b><u>ACTUAL</u></b>	<b><u>STEP</u></b>	<b><u>HS</u></b>	<b><u>TEACHER/BA</u></b>		
		<b><u>DIPLOMA</u></b>	<b><u>HS+60</u></b>	<b><u>CERT</u></b>	<b><u>CLERICAL</u></b>
1	1-4	\$13,977	\$15,386	\$17,477	\$19,077
2	5	14,177	15,586	17,677	19,277
3	6	14,579	15,988	18,079	19,679
4	7	15,083	16,492	18,583	20,183
5	8	15,585	16,994	19,085	
6	9	16,087	17,496	19,587	
	OG 1	20,050			