



Elizabeth  
Education  
Association  
*"4000 Members Strong"*

*Agreement between  
The Board of Education City of Elizabeth  
& The Elizabeth Education Association*

TEACHERS, ASSISTANTS,  
SECRETARIES  
&  
SECURITY PERSONNEL

*JULY 1, 2009 - JUNE 30, 2012*



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PREAMBLE

THIS AGREEMENT entered into this day of, 2011 by and between the BOARD OF EDUCATION OF THE CITY OF ELIZABETH, NEW JERSEY, hereinafter called the "Board", and the ELIZABETH EDUCATION ASSOCIATION, hereinafter called the "Association".

ARTICLE I  
RECOGNITION

Pursuant to the provisions of N.J.S.A. 34:13A-1 et seq., the Elizabeth Board of Education hereby recognizes the Elizabeth Education Association as the majority representative for collective negotiations concerning terms and conditions of employment for all certified personnel under contract or on leave, now employed, or as hereafter may be employed by the Board, including:

- Teachers
- Librarians
- Nurses
- Attendance Officers
- Guidance Counselors
- School Psychologists
- Occupational Education Instructors
- Psychiatric Social Workers
- Learning Disabilities Specialists
- Teacher/School Disciplinarian (formerly TA/Teacher Assistant)
- Reading Consultants
- Reading Resource Teachers
- Bilingual Consultants
- ESL Consultants
- Minimum, Basic Skills Consultants
- Testing Consultants
- Elementary Consultants
- Staff Development Coordinators (11 months)
- Staff Development Research Consultants (11 months)
- Professional Development Teacher Trainers (10 months)
- School Improvement Facilitators (11 months)

- Teacher of Public Information (6 months)
- High School Facilitators
- Early Childhood Trainers
- Early Childhood Consultants
- Testing & Monitoring Consultants
- T.V. Production Employees
- Media Specialist Technicians
- Tech-Media Specialists

but excluding:

- Coordinators
- Vice Principals
- Principals
- Directors
- Assistant Superintendent of Schools
- Superintendent of Schools
- Administrative Assistant

The Board also recognizes the Association as the majority representative for collective negotiations for the following non-certified personnel under contract or appointment, now employed or as hereafter may be employed by the Board:

- Clerks
- Secretaries
- Telephone Switchboard Operators
- Laboratory Assistants
- Computer Operators
- Security Personnel
- Head Security Personnel
- Library Assistants
- Multipurpose Assistants
- Community Assistants
- Chapter I PEP Assistants
- Chapter I Pre-K Assistants
- Assistant Audio Visual Technician
- Locker Room Attendant
- Parent Liaison
- Guidance Associates
- Classroom Assistants
- Classroom Assistants with CDA Certificate
- Classroom Assistants ESEA/NCLB Qualified
- Computer Data Entry
- Non-certified Attendance Officers
- Computer Technicians
- SNAP Technicians

- Telecommunications Technicians
- Hardware Specialist
- Network Administrator
- Network Technician
- Systems Analyst
- Web Developer
- Support-Registered Nurse (RN)

Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined.

## ARTICLE II NEGOTIATIONS PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of N.J.S.A. 34:13A-1 et seq., such negotiations shall begin no later than November 1st of the calendar year preceding the year in which this Agreement expires.

B. Upon request by the Association President, the Board agrees to make known to the President when and where information is available that the Board is required by law to release.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

## ARTICLE III GRIEVANCE PROCEDURE

### DEFINITION

1. A "grievance" shall mean a complaint by an employee(s) or by the Association that there has been an inequitable, improper or unjust application, interpretation or violation of Board Policy, this Agreement, or an administrative decision, except that the term "grievance" shall not apply to:

Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or

A complaint of a non-tenured teacher which arises by reason of his/her not being reemployed; or

A complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure either is not possible or not required.

2. A grievance to be considered under this procedure must be initiated by the grievant [the employee(s) or the Association] within twenty (20) workdays from the time when the grievant knew or should have known of its occurrence.

### PROCEDURE

(a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 a waiver of further appeal of the decision. The parties may mutually agree in writing to extend or contract any time limitations set forth in this Article.

(b) It is understood that an employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

The grievant shall file a written grievance with his/her principal (or immediate supervisor or department head, as the case may be) within twenty (20) workdays (as defined in section A.2. of this Article). The written grievance must specify the following: (a) the date the grievance occurred; (b) the nature of the grievance, including the Board Policy, administrative decision and/or Article(s) and section(s) of this Agreement giving rise to the grievance; (c) the nature and extent of any claimed injury, loss or inconvenience. The principal (or immediate supervisor or department head, as the case may be) shall provide the grievant with a written answer to the grievance within five (5) workdays from the date the written grievance was received.

The employee grievant, no later than five (5) workdays after receipt of the decision of his/her principal or other immediate supervisor, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent of Schools must be made in writing and shall set forth the reason(s) why the grievant is dissatisfied with the answer of the principal or other immediate supervisor. The written appeal must have the previously filed grievance and answer thereto attached.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) workdays from receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate supervisor.

If the grievance is not resolved to the satisfaction of the employee grievant and he/she wishes a review by a third party, he/she shall so notify the Association within ten (10) workdays of receipt of the Superintendent's decision. If the Association determines that the matter should be reviewed further, it may initiate arbitration under the procedure set forth below.

## ARBITRATION

If the Association desires to initiate arbitration, it shall send a written demand for arbitration to the New Jersey Public Employment Relations Commission (PERC), with a copy to the Superintendent, within twenty (20) workdays from the date of receipt of the Superintendent's decision, if not timely received, within twenty (20) workdays from the date it should have been received. The arbitration shall be conducted under the rules and regulations of PERC then in effect.

The Board and the Association shall agree upon an arbitrator for the purpose of holding scheduled arbitral hearings during the months of November, February and May. Grievances to be heard shall be mutually agreed to by the authorized representatives of the Board and the Association. Hearings shall be timely cancelled in the absence of any agreement as to grievances. This provision to take effect July 1, 2006. Grievances not heard via this provision shall be subject to the procedures of Article III of this agreement.

The arbitrator shall be limited to the issue(s) submitted and shall consider nothing else unless mutually agreed to by the Board and the Association. The arbitrator can add nothing to, or subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory, except in the case of an alleged violation of this Agreement wherein the arbitrator's decision shall be final and binding on both parties.

### Rights of an Employee to Representation

An aggrieved employee may be represented at all stages of the grievance procedure by himself/herself, at his/her option, by the Association or by a representative selected or approved by the Association.

When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and submit its position in writing at any hearing held concerning the grievance and shall receive a copy of all decisions rendered.

The Board and the Association shall assure the employee freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her grievance.

### COSTS

1. Each party will bear their own costs incurred in the grievance/arbitration procedure.

2. The fees and reasonable expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

3. If time is lost by an 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 or charged to personal time.

### CLASS GRIEVANCE

If, in the judgment of the Association, a grievance affects a group or class of employees, which has common issues of fact and law, the Association may initiate and submit such grievance in writing at the Superintendent's level of the grievance procedure set forth in this Article. The Association may process such grievance through all levels of the grievance procedure.

ARTICLE IV  
EMPLOYEE RIGHTS

A. No employee shall be disciplined or reduced in compensation in any manner or form or discharged without just cause. Any such action asserted by the Board, or by any agent or representative thereof, shall not be made public unless formal charges are made, and shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any charge or inquiry into a matter which could adversely effect the continuation of that employee in his/her office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative of the Association present to advise and represent him/her during such meeting or interview.

C. Employees shall not be required to drive students to activities which take place away from the school building.

D. Teachers shall maintain the exclusive rights and responsibility to determine grades. Upon written submission by his/her building administrator specifically recommending a changed grade and stating the reason therefore, the teacher shall so change the grade.

E. Employees are permitted to wear pins or other identification of the Association or its affiliates, provided that such pin or identification is reasonable in size and is not disruptive to the classroom and/or workplace.

F. Personnel files shall only be available to the employee whose file it is, under current Board policy and practice, and to administrators with school business which requires review of the teacher's file. Each file shall contain a log indicating the name of the person reviewing the file and the date on which it was reviewed.

G. Administrators and employees should engage in the employment relationship based on mutual respect and dignity. Administrators should seek to avoid open criticism and reprimand of an employee in the presence of students or other adults. Employees who need to be criticized or reprimanded should receive such correction in the privacy of the administrator's office if the immediacy and gravity of the problem do not indicate a need for immediate corrective action. In like manner, employees should avoid public conflict with administrators, and matters of difference and criticism should at all times take place in private.

H. Layoff and Recall: The parties agree to establish a joint committee composed of equal representatives. The committee shall make its report by July 1, 2000. The committee shall review and establish a procedure of layoff and recall of bargaining unit members not covered by a statutory schedule for layoff and recall in the teachers', custodians' and cafeteria contracts. The parties agree that seniority shall be the method utilized for such new provision, that an employee shall enjoy a maximum of five (5) years on a recall list, that if an individual is recalled to employment at the Board and declines an offer of reemployment, said individual shall be removed from a recall list, that a dispute on the application of the layoff/recall provision shall be subject to expedited arbitration before a mutually selected arbitrator, and the arbitrator shall not have the authority to award back pay but shall be limited in authority to ordering a different employee be recalled or placed on layoff.

ARTICLE V  
ASSOCIATION RIGHTS  
AND PRIVILEGES

A. The Association may use district facilities with the approval of the Business Administrator/ Board Secretary and the Facilities Manager subject to availability and relevant Board policies.

B. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The location of Association bulletin boards in each room shall be where presently located, and if none, where designated by the Association.

Any additional bulletin boards which may be required shall be supplied by the Association. Copies of all materials posted on such bulletin boards shall be given to the school principal, but no approval shall be required.

C. The Association shall have the right to reasonable use of the school mailboxes. A copy of any open material placed in the mailboxes shall be filed in the Superintendent's office at the time of distribution. No approval shall be required.

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

E. 1. The President of the Association shall have a full-time release schedule.

2. The Vice President of the Association shall be relieved of non-teaching duties. In the event the Vice President of the Association is not a high school teacher, the President of the Association and the Superintendent of Schools shall jointly develop the respective work schedule of such employee to provide comparable released time as provided in the foregoing provisions of the teachers' contract.

3. The Association President shall request of the Superintendent paid time for Association leaders and representatives for the purpose of conducting business of the Association and its affiliate organizations. The district may limit to thirty (30) the number of employees released at any one time for the purpose of legislative lobbying outside the district. The approval for these requests shall be within the discretion of the Superintendent or his/her designee.

4. One (1) member of the Association executive committee designated by the Association President shall have a half-time schedule for the purpose of conducting Association business.

5. Employees who need to attend to any personal and/or Association related litigation activities, including litigation-related conferences and court appearances shall be required to use personal time, vacation time or leave without pay.

F. When the Board receives a subpoena requesting a copy of an employee's personnel file, the Association President shall receive a copy of the subpoena prior to the release of the employee's file.

## ARTICLE VI SCHOOL CALENDAR

The Association shall appoint a committee to study and make recommendations to the Superintendent covering the school calendar. The recommendation of the Association shall be presented to the Board of Education for consideration.

## ARTICLE VII ORIENTATION PROCEDURES

The Association shall appoint a committee to study and make recommendations to the Superintendent covering orientation procedures.

## ARTICLE VIII TEACHER ASSIGNMENT

A. All teachers shall be given written notice of their contract and salary status no later than April 30th.

B. All teachers shall be given written notice of their tentative class subject and building assignments for the forthcoming school year, if practical by June 15th, but no later than the last day of school. The administration may change such assignments in the event of unforeseen material circumstances or emergencies, and shall notify the teacher affected by such change promptly and in writing.

C. 1. The use of teachers' cars on official District business shall be compensated at the prevailing rate per mile as applied by the Federal Government. In accordance with past practice, travel allowance for teachers, consultants, child study team, home instructors and audio visual personnel will be \$30.00 per month; athletic trainers shall be \$15.00 per month;



attendance officers and community liaison officers assigned to the attendance officers will be \$15.00 per month; the travel allowance for those teachers who receive \$0.60 per day shall be increased to \$0.80 per day, effective February 1, 1984. Nurses shall receive the IRS rate whenever they must use their car for school business including traveling between buildings. Nurses shall be paid at the hourly rate whenever they are required to work past their regular quitting time. Effective July 1, 2006 all employees may choose to receive at the beginning of each school year either the monthly dollar amounts of this section or the IRS per mile reimbursement rate. Travel allowance shall be paid to all employees required by the district to use their personal vehicles for work related assignments.

2. Nurses shall be annually reimbursed for uniform pants, shoes and tops of any color. As follows:

2009-2010	\$252.00
2010-2011	\$262.00
2011-2012	\$273.00

D. Review of professional assignments may be subject to the Instructional Advisory Council.

E. As of September 1991, teachers who are stationed at the High School may be assigned to teach a sixth (6th) period under the following conditions:

1. The administration must post the assignment and seek volunteers.

2. Teachers shall be protected in the exercise of the right to freely volunteer or to refrain from volunteering for a sixth (6th) teaching period assignment without fear of penalty, reprisal or coercion.

3. If more than one teacher volunteers, the volunteer with the greater seniority in the district shall be given the assignment.

4. If no one volunteers, the administration may assign involuntarily the least senior teacher in the district with the appropriate certificate/endorsement for that teaching assignment.

5. From the beginning of a school year, no more than four (4) teachers with the appropriate certificate/endorsement may be assigned a sixth (6th) teaching period.

6. If a vacancy occurs after the beginning of a school year, more than four (4) teachers within a department may be assigned a sixth (6th) teaching period.

7. Any teacher who is assigned a sixth (6th) teaching period will be paid the following stipends, which shall be prorated based upon the portion of the year that a teacher has the assignment to the full year:

2009-2010	\$5,674.00
2010-2011	\$5,898.00
2011-2012	\$6,131.00

8. The provisions of section E. shall apply to teachers in the following circumstances:

a. High school teachers assigned a sixth teaching period during their regular shift.

b. High school teachers assigned to teach a class outside their regular shift.

c. High school teachers assigned to both a. and b. above shall receive a separate stipend for each class.

d. Teachers of grades six, seven and eight or any combination thereof whose schedules qualify per article XXIX, Teacher Hours.

9. High School employees with a teaching certification assigned to non-teaching positions who are also assigned to teach a class on a regular basis shall be compensated pro rata at the following rate per semester for each class assigned beginning July 1, 2002.

2009-2010	\$842.00
2010-2011	\$876.00
2011-2012	\$910.00

## ARTICLE IX TRANSFER AND REASSIGNMENTS

### I. TEACHERS

No later than May 10th, the Superintendent shall have posted in each school building all vacancies for the coming school year known to him/her and approved by the Board as of May 1st. Additional vacancies which shall become known to the Superintendent and approved by the Board between May 11th and May 30th, shall be posted by the Superintendent in each school building by June 10th. Copies of said notices shall be sent to the Association. Employees who desire a change in grade or subject assignment or who desire to transfer to another building for the forthcoming year may file a written statement of such desire with the Superintendent.

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. The teacher involved shall be entitled to a meeting with the appropriate administrator or supervisor (as determined by the Superintendent) at which time the teacher shall be notified of the reasons for the involuntary transfer or reassignment. In the event that a teacher objects to the transfer or reassignment at this meeting, the Superintendent or designee shall meet with the teacher upon the teacher's request. The teacher shall have the option to have an Association representative present at such meeting. A list of open positions shall be made available to all involuntary transferees and they shall be given the opportunity to apply for such open positions.

### II. EMPLOYEES OTHER THAN TEACHERS

A. The Superintendent shall have posted in each school building all vacancies when they are known to him/her and are approved by the Board. Such notice shall include the title of the position and the building in which the position will be located. Copies of said notices shall be sent to the Association. Employees who desire a change in assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent.

B. Notice of involuntary transfer or reassignment shall be given to an employee as soon as practicable. The employee involved may request a meeting with the appropriate administrator or supervisor at which time the employee shall be given the reasons for the involuntary transfer or reassignment. Upon request of the employee, the Superintendent or designee shall meet with the employee to discuss the transfer or reassignment. A list of open positions in the district shall be made available to all involuntary transferees and they will be given an opportunity to apply for such positions.

C. An employee who transfers or is reassigned to a position of a different classification or category, or from a 10 month, 10.5, or 11 month position to a 12 month position, shall be given full credit for all his/her prior employment for vacation accrual.

## ARTICLE X PROMOTIONS

A. A notice of vacancy in a promotional position, in Summer School and/or the creation of any new position shall be sent to and posted in each school and a copy shall be sent to the Association ten (10) days before the final date when the applications must be submitted.

B. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.

C. Employees who desire to apply for a promotional position which may be open during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such employees of any vacancy in a position for which they desire to apply. Such notice shall be sent at least ten (10) days prior to the closing date for application. Notice of such vacancies shall also be posted in the administrative office, in each school building, and a copy of said notice shall be given to the Association.

D. Announcements of appointments shall be made by posting a list in the office of the Central Administration and each school building, and a list of which positions have been filled and by whom shall be given to the Association.

## ARTICLE XI EMPLOYEE EVALUATION

### I. Teachers

A. A teacher shall receive a copy of his/her evaluation report.

B. A teacher shall have the right, upon request, to review the contents of his/her personnel file.

C. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file or used in an evaluation unless the teacher has had an opportunity to review the material. The teacher shall have the right to submit a written answer to such material.

D. Pre-tenure teachers shall be evaluated by a supervisor or their immediate supervisors at least three (3) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and his/her evaluator. Such reports shall be written in narrative form and shall include:

Strengths;

Weaknesses;

Specific suggestions as to the measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated and other relevant suggestions or comments.

E. 1. To the extent possible, the observation report shall be given to the teacher at least twenty-four (24) hours prior to the observation conference.

The observation conference shall be held within ten (10) days, if possible, from the date of observation.

Teachers shall be evaluated at least once each school year as required by the Commissioner of Education's regulations.

### II. Support Staff/Non-Certificated

A. All support staff/non-certificated employees unless otherwise stated elsewhere in this agreement shall be subject to the relevant procedures of the teacher evaluations. All support staff employees shall be evaluated at least once per year.

## ARTICLE XII SALARIES

A. 1. The Salaries of all employees covered by this agreement are set forth in salary guides attached hereto and made a part hereof per the schedules listed in this article; said salary guides shall be enforced in accordance with the existing rules and regulations for application thereof.

### Schedule A Regular Teachers' Salary Guides

Teachers who were hired prior to July 1, 1997 and have not chosen to exercise their right to switch to the Professional Development Teachers Salary Guide (Schedules B) per Article XXIX.

Teachers covered by Schedule A are subject to the in-service training requirements of Article XXIX of this agreement.

### Guide Groups & Positions

#### A. 1. Teachers

Teachers, Nurses and Certified Attendance Officers.

#### A. 2. Guidance Counselors

Guidance Counselors, Occupational Education Instructors, Reading Consultants and English Mastery Consultants.

A. 3. Child Study Team

Psychologists, Psychiatric Social Workers, Learning Disability Teacher Consultants (LDTC), Speech Therapists and Whole School Reform (WSR) Social Workers.

A. 4. Teacher/School Disciplinarian (TA)

Teacher/School Disciplinarians (TA's) shall receive annually an additional sum of money which shall be made part of salary for pension purposes beginning July 1, 2002. The additional sum of money shall not be paid separately. The additional sum shall be added to each step of the Teachers' guides (A.1.), Guidance Counselors' guides (A.2.) and the Child Study Team guides (A. 3.) for each school year as is appropriate.

A. 5. Appropriate salary guides shall be developed for the above-enumerated guide groups (A.1. - A.3.) and made part of this Schedule A as follows:

- a. Ten (10) month guides.
- b. Extended Day/Year guides.

A. 6. Certified employees shall be paid on the appropriate salary guide according to their annual assignments.

Schedule B  
Professional Development Teachers'  
Salary Guides

Teachers hired as of July 1, 1997 or those teachers who were hired prior to that date who have chosen to exercise their right to switch from the Regular Teachers Salary Guide (Schedule A) per Article XXIX.

Teachers covered by Schedule B are subject to the additional professional development requirements per Article XXIX of this agreement.

Guide Groups & Positions

B. 1. Teachers

Teachers, Nurses, Certified Attendance Officers, Teachers of Public Information (11 months), School Improvement Facilitators (11 months), and Professional Development Teacher Trainers (10 Months).

B. 2. Guidance Counselors

Guidance Counselors, Occupational Education Instructors, Reading Consultants, English Mastery Consultants, Staff Development Coordinators (11 months) and Staff Development Research Consultants (11 months).

B. 3. Child Study Team

Psychologists, Psychiatric Social Workers, Learning Disability Teacher Consultants (LDTC), Speech Therapists and Whole School Reform (WSR) Social Workers.

B. 4. Teacher/School Disciplinarian (TA)

Teacher/School Disciplinarians (TA's) shall receive annually an additional sum of money which shall be made part of salary for pension purposes beginning July 1, 2002. The additional sum of money shall be included in the salaries shown on the guides and shall not be paid separately. The additional sum shall be added to each step of the Teachers' guides (B.1.), Guidance Counselors' guides (B.2.), the Child Study Team guides (B.3.) and the Industrial Arts guides (B. 5.) for each school year. Only TA/Teacher guides will be printed in this agreement.

B. 5. Industrial Arts

Industrial Arts, Home Economics and Vocational Shop Teachers.

B. 6. Appropriate salary guides shall be developed for the above enumerated guide groups (B.1. - B.5.) and made part of this Schedule B as follows:

- Ten (10) month guides
- Extended Year eleven (11) month guides.
- Extended Day guides.
- Extended Day/Year guides.

B. 7. Certified employees shall be placed on the appropriate salary guide according to their annual assignments.

**B. 8. Teachers' Guides' Ratios**

	Teacher	Guidance	Psychologists
10 Months Ext. Day	Base 1.0 1.0640909 x Base	1.05 x Base 1.05 x Ext. Day Teacher	1.10 x Base 1.10 x Ext. Day Teacher
Ext. Year Ext. Day/ Year	1.10 x Base 1.1640909 x Base	1.05 x Ext. Year Teacher 1.05 x Ext. Day/Year Teacher	1.10 x Ext. Year Teacher 1.10 x Ext. Day/Year Teacher
Ind. Arts	2009-10 & 2010-11 Steps 1-9 2011-12 Steps 1-11 same as B.1 Professional Development Teachers, 10 Months, B. A. Other steps per agreement.		
Teacher Assistants	(Dollar amounts already added to each step of the salary guides)		
		2009-10 \$4,329 2010-11 \$4,500 2011-12 \$4,678	

**Schedule C  
Secretaries and Clerks**

The Extended Day guides' ratio shall be 1.0640909 times the regular eight (8) hour shift base salary guides.

**Schedule D  
Lab Assistants and A. V. Technicians**

**Schedule E  
Security Personnel**

**Schedule F  
Classroom Assistants**

- Classroom Assistants
- CDA Certified Pre-K Assistants, Neighborhood Schools
- CDA Certified CID Assistants, Center for Infant Development
- CDA Certified Pre-K Assistants
- ESEA/NCLB Classroom Assistant

1. Assistants shall be placed on the appropriate salary guide pursuant to their qualifications and assignments. Assistants who are CDA certified and are assigned to either a Pre-K or CID setting shall be placed on the appropriate CDA guide. Assistants who are not assigned to either a Pre-K or CID setting and are required by the district to qualify pursuant to ESEA/NCLB shall be placed on the ESEA/NCLB guide.

2. Assistants moving to the ESEA/NCLB guide shall be given credit of one step for each year of prior service in the district as an assistant for purposes of placement on the ESEA/NCLB guide.

Regular Assistants' Guide Ratios

6-8 hours	Base 1.0
Ext. Day	1.0 x 8 hours Base
Ext. Day/Year	1.10909 x Base

CDA/Pre-K Guide Ratios

CID	Base 1.0
Neighborhood	0.85417 x Base
Ext. Day	1.03125 x Base
Ext. Day/Year	1.10 x Base x 1.0100502

ESEA/NCLB Guide Ratios

8 hours	Base 1.0
6 hours	0.75 x Base
6.5 hours	0.8125 x Base
7 hours	0.875 x Base
Locker	0.9 x Base
Ext. Day	1.0 x 8 hours Base
Ext. Day/Year	1.10909 x Base

Salary guides are subject to negotiations. Some salaries may not correspond to the guide ratios.

**Schedule G  
Parent Liaisons and Non-Certified  
Attendance Officers**

- Extended Day salary guide ratio shall be 1.0640909 times the base guide.
- Extended Year salary guide ratio shall be 1.10 times the base guide.
- Extended Day/Year salary guide ratio shall be 1.1640909 times the base guide.

Schedule H  
Computer Data Entry

Schedule I  
Miscellaneous

- Job Developer
- Senior Computer Operator
- Computer Operator
- Junior Computer Operator
- Computer Technician  
(five (5) or more years of district experience)
- Computer Technician  
(fewer than five (5) years of district experience)
- Guidance Associates
- SNAP Technician
- Telecommunications Technician
- Parent Liaison/Attendance Officer hired before 1/1/99
- Parent Liaison/Attendance Officer hired before 1/1/99 (extended day/year)

Schedule J  
Special Activities

Schedule K  
Athletic Coaches

*End of Salary Schedules*

B. 1. Effective July 1, 2001 high school guidance counselors, high school facilitators, early childhood trainers, early childhood consultants, testing and monitoring consultants, T.V. production employees, media specialist technicians, and tech-media specialists shall become eleven (11) month positions. Any person employed by the district as of June 30, 2001 may choose to remain as a ten (10) month employee. Any person hired by the district as of July 1, 2001 shall be an eleven (11) month employee.

2. Effective July 1, 2006 elementary and middle school guidance counselors shall become eleven (11) month positions. Any person employed by the district as of June 30, 2006 may choose to remain as a ten (10) month employee. Any person hired by

the district of July 1, 2006 shall be an eleven (11) month employee.

B. 3. Effective July 1, 2002 Child Study Team Members shall all become eleven (11) month positions. Any person employed by the district as of June 30, 2002 may choose to remain as a ten (10) month employee. Any person hired by the district as of July 1, 2002 shall be an eleven (11) month employee.

B. 4. Effective September 15, 2006 non-certified Support-Registered Nurses (RN) shall receive an annual salary equal to ninety (90) percent of the appropriate Professional Development Teachers Salary Guide, schedule B.1. This provision expires June 30, 2012 unless mutually extended or modified by the Board and the Association.

C. 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments. Those employed on an eleven (11) month basis shall be paid in twenty-two (22) equal semi-monthly installments.

C. 2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

C. 3. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day, subject to any delay caused by circumstances beyond the control of the business office.

4. Employees shall receive their final checks and the tentative pay dates for the following year on the last working day in June, July, or August whichever is appropriate for their schedules subject to any delay caused by circumstances beyond the control of the business office.

5. The Board shall implement the Summer payment plan and direct deposit plan by July 1, 1996.

D. All employees shall be placed at their exact step and training level called for by the appropriate salary flow chart.

E. Non-certified attendance officers shall receive an annual allotment.

The amount shall be made part of the employee's regular salary.

2009-2010	\$500.00
2010-2011	\$520.00
2011-2012	\$540.00

F. The employees assigned to the following positions shall receive an annual allotment: Computer Technician, Hardware Specialist, Network Technician, Network Administrator, Systems Analyst and Web Developer.

The amount shall be made part of the employee's regular salary.

2009-2010	\$1,000.00
2010-2011	\$1,040.00
2011-2012	\$1,080.00

### ARTICLE XIII SICK LEAVE

All employees shall be entitled to sick leave days to the extent and in the manner following:

#### A. ABSENCE WHICH MAY BE ALLOWED WITHOUT LOSS OF SALARY

1. All 10 month employees, both tenured and non-tenured, shall be entitled to twelve (12) days annual sick leave per school year. All 10 month employees hired after the commencement of the school year shall be entitled to annual sick leave on a pro-rated basis, computed according to a formula which is based upon the annual entitlement of twelve (12) days for a full-time employee.

2. All twelve (12) days may be accumulated for future years. Full salary shall be paid for such accumulated days in case of absence due to prolonged illness or disability, when properly certified by the attending physician or physicians.

3. Physical examinations of the employee may be required subject to the prescriptions of N.J.S.A.18A:16-20.

#### B. ATTENDANCE PROCEDURE

All absentees shall sign statements giving the causes and dates of absences. Absences shall be subject to the procedures set forth in Board policy 4151.21 revised September 4, 2007.

Employees who have been out ill for three (3) or more consecutive days are required to present a physician's certificate as to the nature of the illness and that they are physically able to return to their duties. Employees who have been out ill only the day before or the day after a school holiday shall not be required to present a physician's certificate provided that the school administrator shall determine the validity of such absence by their standards.

C. No employee will be paid at the beginning of any school year until that employee has reported for duty, except any person steadily employed or under tenure in the previous school year by the Elizabeth Board of Education.

D. An employee who has exhausted the mutual and accumulated sick leave as set forth in this Article may apply to the Board for additional paid sick leave consistent with the provisions of N.J.S.A. 18A:30-6, which is incorporated herein by reference.

E Attendance Incentive Compensation: Employees who are absent zero (0) days in a school year will receive compensation in the amount of one thousand dollars (\$1,000.00)

All employees who are absent from one (1) to three (3) days will receive three hundred dollars (\$300.00) as compensation.

This compensation shall be made on a pro rata monthly basis. For example, a ten(10) month employee hired October 1 shall receive nine-tenths (9/10's) of the appropriate compensation. This formulation shall apply to eleven (11) and twelve (12) month employees as well.

The compensation shall be awarded only to persons employed by the district as of February 1 of the relevant school year.

Absences for the following reasons not be counted as part of attendance for this incentive compensation:

1. Military service
2. Jury duty
3. On the job injury
4. Bereavement leave
5. Vacation
6. Approved professional days

### E. SUBSTITUTION INCENTIVE COMPENSATION

1. Effective July 1, 2002 all employees upon resigning from the district for retirement from the pension fund shall be paid for unused sick leave as follows.

Days	Teacher	Secretaries	Other Support
1-50	\$20.00	\$20.00	\$20.00
51-100	\$30.00	\$26.25	\$22.50
101-150	\$40.00	\$33.32	\$26.66
151-200	\$50.00	\$40.63	\$31.25
201 and above	\$75.00	\$60.00	\$45.00

Each rate per day shall be separate and distinct and apply to the total number of unused sick leave days as in the following examples: A teacher with forty-nine (49) days shall receive nine hundred and eighty dollars (\$980). A teacher with one hundred and forty-nine (149) days shall receive five thousand nine hundred and sixty dollars (\$5,960). These examples by way of illustration also apply to secretaries and other support employees who have a different rate per day.

## ARTICLE XIV EMERGENCY LEAVES OF ABSENCE A. NON-CUMULATIVE EMERGENCY LEAVES OF ABSENCE

1. Non-cumulative emergency leaves of absence for all employees shall be allowed for a maximum of not more than five (5) days in any one year with pay in the event of an emergency, and emergency is understood to be:

- a. Death of near relative or close associate - 1 day.
- b. Quarantine ordered by the Board of Health.
- c. Serious illness of a member of an employee's family which requires personal attention of the employee - not more than one (1) school day per year.

d. Personal business days (not to exceed two (2) days) may be permitted per year. Personal business days are days that require the employee's absence for personal, legal or family business which cannot be accomplished on other than school hours. Employees planning to be absent under this clause shall notify the principal a reasonable time in advance; payment for absence classified as 'personal business' shall be subject to review and approved by the Superintendent of Schools or the Secretary-School Business Administrator, whichever one is in charge; such approval shall not be unreasonably denied. The request for personal business leave shall include the reason that the day is needed. In the event of an emergency which does not permit advance notice, the employee shall give notice of his/her absence in accordance with the district procedure and shall give the reason for his/her absence upon his return to the district. Any unused personal business days shall be accumulated as additional sick days.

### B. BEREAVEMENT LEAVE

Five (5) days of leave will be permitted for each death in the immediate family of an employee. Immediate family is defined as spouse, parent, child, sister, brother, mother, mother-in-law, father, father-in-law, sister-in-law, brother-in-law and grandchildren.



Three (3) days of leave shall be granted in the case of the death of a grandparent or grandparent-in-law.

To be entitled to bereavement leave, the death must occur within the employee's regular work year and shall commence on the next paid day following the date of death.

## ARTICLE XV EXTENDED LEAVES OF ABSENCE

A. No member of the teaching staff, nurse, clerk or other employee shall be granted a leave of absence until the employee has served three (3) calendar years from the date of annual appointment except for employees requesting leave of absence for service in the military forces of the United States.

### B. MATERNITY/CHILD CARE LEAVE

1. An employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.

2. The Board shall not remove any tenured employee from her regular duties during her pregnancy or a non-tenured employee during those months of her pregnancy which occur during the work/school year for which she has contracted unless her performance has substantially declined or her health would be impaired if she were to continue in her employment.

3. The Board shall grant leave for pregnancy/child care to any employee wishing to return within a school year in which her leave commences. The child care portion of the leave shall be unpaid.

4. The Board shall grant leave for pregnancy/child care to any tenured employee or other employee who has been continuously employed by the district for at least three (3) calendar years from the date of annual appointment wishing to return at the beginning of any of the two (2) school years following the year in which leave commences.

5. The Board shall not bar any employee from returning to work after the birth of her child solely on the grounds of a prescribed lapse of time between birth and the desired return date.

6. For the period of disability related to the employee's pregnancy and childbirth, the employee may elect to use her accumulated sick leave and receive full pay and benefits. The period of disability shall be defined to be any period of time that the employee's doctor certifies subject to verification by a physician chosen by the district.

7. Similar leaves of absence shall be granted to any employee at the inception of child custody or at the time of adoption.

C. 1. The Board may grant a leave of absence for up to one (1) year without pay to a tenured employee or other employee who has been continuously employed by the district for at least three (3) calendar years from the date of annual appointment to care for a seriously ill member of his/her immediate family.

2. The Board may grant a professional leave of absence for up to one (1) year without pay to a tenured certified employee who has been continuously employed by the district for at least three (3) calendar years from the date of annual appointment for professional appointment related to their certification and position. This section shall not apply to positions in any local public school district or other elementary and secondary educational employment.

3. The Board may grant a leave of absence without pay for up to one year for the purpose of pursuing a Bachelor's Degree of Education. The employee may request an extension for an additional year.

D. Time necessary for an employee to advance on the salary guide for the subsequent year shall be as follows: five (5) months for ten (10) month employees; five and one-half (5 1/2) months for eleven month employees and six (6) months for twelve (12) month employees.

All paid time shall count towards movement on the salary guide. With the exception of family and medical leaves taken by the employee pursuant to the New Jersey Family Leave Act and the Federal Family and Medical Leave Act, unpaid leaves of absences shall not count for movement on the salary guide.

E. All benefits to which an employee was entitled at the time his/her leave of absence commenced including unused accumulated sick leave shall be restored to him/her upon their return.

F. All extensions or renewals of leave shall be applied for in writing. Approval or rejection shall be given in writing.

## ARTICLE XVI SABBATICAL LEAVES

Sabbatical Leaves shall be granted in accordance with the following Professional Leave Plan:

### SECTION 1: DEFINITIONS

A. For the purpose of this plan the word "teacher" or "teachers" shall mean certified classroom teachers, librarians, special teachers, school nurses, and any other professionally certified personnel employed by the Board of Education who are covered by this contract.

B. For the purpose of this plan the term "service" shall mean only active, full-time employment in the public schools of Elizabeth, New Jersey.

### SECTION 2: ELIGIBILITY

Teachers having completed seven (7) years of satisfactory service may be granted professional leaves for study or travel for a period not exceeding ten (10) school months and not less than five (5) school months except at the discretion of the Board of Education. Teachers having completed fourteen (14) years of satisfactory service may be granted a professional leave for rest and recuperation for a period not exceeding ten (10) school months and not less than five (5) school months except at the discretion of the Board of Education.

### SECTION 3: FOR STUDY AND TRAVEL

If professional leave is requested for the purpose of study, the applicant shall present for the approval of the Superintendent and the Board of Education a program of courses, independent study, research or creative work prior to presentation of the request for approval to the Board of Education which should be carried out unless the Board otherwise directs.

If Professional Leave is requested for the purpose of travel, the itinerary must be submitted to the Superintendent and the Board of Education at the time of application and must be carried out subject to such changes as the Board may direct.

### SECTION 4: REST AND RECUPERATION

A Professional Leave for the purpose of rest and recuperation may be requested by a teacher who has completed fourteen (14) years of satisfactory service.

### SECTION 5: OPERATION OF LEAVE

A. No more than one percent (1.0%) of the total instructional staff shall be granted a leave under the plan during any school year.

B. Because it is more difficult to secure substitutes for a fractional school year than for a full school year, preference will be assigned to applications for leave covering a full school year.

C. Leave may be denied in cases where it is unduly difficult to secure competent substitutes.

### SECTION 6: COMPENSATION

A. Anyone granted a Professional Leave shall receive fifty percent (50%) of the salary which he/she would have received during the same period in regular service, except in the case of Professional Leave for study only wherein the compensation shall be sixty percent (60%) of the salary the teacher would have received for the period.

B. A teacher on Professional Leave shall not accept any monetary remuneration without first obtaining the approval of the Board of Education.

This provision shall not apply to grants from foundations, honorariums from publishing companies, speaking engagements or scholarships.

C. This compensation payable to persons on leave shall be paid at the same time as other members of the professional staff. The teacher shall designate the place to which the check is to be mailed.

**SECTION 7: REPORT REQUIRED**

Each applicant who has been granted a Professional Leave for study or travel shall file a written report with the Superintendent and Board of Education not later than ninety (90) days after return to active duty. This report shall include: the names of the institutions attended, courses pursued, credits received, experience gained, itinerary of travel, research pursued, or creative work accomplished.

**SECTION 8: RETURN TO POSITION**

Upon the expiration of the granted leave, the teacher shall return to any position in any school as assigned by the Board of Education.

**SECTION 9: PENSION FUND**

A. During the period of Professional Leave, retirement credits can be allowed as provided in the Pension Fund Law and the rules of the Board of Trustees of the Teacher's Pension and Annuity Fund, to wit:

If a teacher granted a leave of absence by his/her employer shall receive in reduced salary an amount equal to the required monthly deductions for pension purposes, deductions will be made from such salary as though the teacher were receiving full salary and will be paid and reported to the Teacher's Pension and Annuity Fund and full credit will be allowed for service. In no case shall any deductions be made or service credit allowed where the salary to the teacher on leave of absence is less than the amount required for purposes of deduction.

The Secretary-School Business Administrator shall deduct from the gross earnings of professional leave salary, all mandatory and permissive payroll deductions as required or permitted by law.

B. No teacher shall be deprived of the regular annual increment in salary because of absence on such leave granted by the Board of Education as stated in Section 2 and 4 hereof.

**SECTION 10: FUTURE SERVICE**

Any applicant granted Professional Leave must signify his intention to return to his/her position at the conclusion of the Professional Leave and render at least two (2) consecutive school years of service.

In the event of resignation before beginning or completing the service period provided for in subdivision (A) of Section 9, the teacher shall return to the Board of Education the entire sum of money received during the Professional Leave period on demand after notifying the Board of Education of his/her intention not to return or not to complete the required two (2) years of service.

At the discretion of the Board of Education, no penalty shall be inflicted in the event of incapacity to teach, dismissal, Act of God, or other circumstances deemed sufficient.

A teacher who shall be granted this leave must do the following:

Receive a copy of the Professional Leave plan, read the conditions stated herein, and sign the statement attached to the plan agreeing to all conditions stated therein. The signature is to be witnessed by the (a) Superintendent of Schools and (b) the secretary either of the Superintendent of Schools or of the Assistant Superintendent of Schools.

The teacher to be granted the leave will sign a note, properly witnessed, to agree to conditions of the rule specifically two (2) years of service after completion of leave or full repayment of grant by the Board of Education to the Board of Education if he/she has not met all stated conditions.

SECTION 11: INTERRUPTION OF PROFESSIONAL LEAVE

A. Interruption of the program of study or travel caused by serious accident or illness during a Professional Leave shall not prejudice the Board of Education as regards the fulfillment of the conditions regarding study or travel on which leave was granted and not affect the amount of compensation paid such teacher under the terms of such Professional Leave provided:

Evidence of their accident or illness is satisfactory to the Superintendent and their Board of Education.

The Superintendent has been promptly notified of such accident or illness within thirty (30) days of such accident or illness

B. If a teacher becomes pregnant while on Professional Leave she must notify the Board of Education and request a maternity leave under the rules of the Board of Education governing maternity leave. The Professional Leave shall immediately terminate on the commencement of maternity leave.

SECTION 12: TIME OF APPLICATION

A. Application for leave during any fall semester, that is, from September through January, or for any full school year, must be made on or before April 1st of that calendar year.

B. Application for leave during the second semester, that is, February through June, must be made on or before the preceding October 1st of that school year.

C. In cases of emergency affecting the health of the teachers and/or the general welfare of public schools, exceptions to the above dates may be approved by the Board of Education upon recommendation of the Superintendent of Schools.

SECTION 13: NOTICE OF ACCEPTANCE OR REJECTION

A. Every applicant shall be notified promptly by the Superintendent in writing after the action of the Board of Education whether the application has been granted or rejected and, if rejected, the reason for the rejection.

B. The action of the Board of Education on an application is to take place as soon as possible after the closing date for the receipt of applications for any one period.

SECTION 14: This plan shall in no way interfere with existing leave of absence provisions.

ARTICLE XVII INSURANCE PROTECTION

(Employees Working an Average of 20 Hours or More Per Week)

A. 1. The Board shall continue to pay the full premium for each employee working an average of at least 20 hours or more per week and, in cases where appropriate, for family plan insurance coverage through Blue Shield-Blue Cross hospital, rider J and major medical program and the School Employees Health Benefit Plan (SEHBP). The employer reserves the right to change the insurance carrier provided the benefits are equal to or better than the benefits provided by the School Employees Health Benefits Plan (SEHBP).

2. A medical-health insurance waiver of two thousand dollars (\$2000) shall be offered annually per PL 210 chapter 2.

B. The Board shall pay full premium for the prescription insurance plan for each employee working an average of at least 20 hours or more per week and, in cases where appropriate, for the family. The specific prescription program shall be the program in effect on the signing of this Agreement afforded city employees by the City of Elizabeth, except the following co-payments shall be applicable:

Generic Drugs.....	\$3.00
Non-Generic Drugs.....	\$6.00
MANDATORY MAILORDER.....	\$0.00

An employee may use mail order for a prescription supply of 21 days or more. There shall be no prescription premium cap.

C. Dental program coverage shall be provided for employees working an average of at least 20 hours or more per week and their families, but limited to those employees who have at least one (1) year or more continuous service in the district. The selection of the dental program shall be by mutual agreement between the parties and shall have no premium cap. Effective July 1, 1994, the following deductible shall apply:

- Single.....\$30.00
- Family.....\$90.00

Effective July 1, 2006 the annual dental maximum shall be two thousand dollars (\$2000.00).

D. Effective February 1, 1999 the Board of Education shall provide for each employee working an average of at least 20 or more hours per week a family Vision Care Plan fully paid for by the Board. Service frequency shall be examination -12 months, lenses-24 months, and frames-24 months. Copay amounts shall be \$10.00 for the examination and \$10.00 for materials.

### ARTICLE XVIII DEDUCTION IN SALARY

A. The Board agrees to deduct from the salaries of the employees in the Bargaining Unit dues for the Elizabeth Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorized the Board to deduct. The Board agrees to deduct Association dues in accordance with Chapter 310, Public Laws of 1967, N.J.S.A. 52:14-15, 9c, and under rules established by the State Department of Education.

B. The Board agrees to make available salary deductions for the tax sheltered annuity plan and the Union County Teacher's Federal Credit Union. The Board shall make a good faith effort to acquire the capability to make direct deposit of such deductions.

C. T Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article. The Association shall intervene in and defend any administrative or court litigation. The Board shall have no obligation to defend actions arising under this Article, but once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

### ARTICLE XIX MISCELLANEOUS PROVISIONS

A. Whenever any notice is required to be given by either parties of this Agreement to the other, pursuant to the provisions of this Agreement either party shall do so by telegram or registered letter at the following addresses:

1. If by the Association to the Board at 500 North Broad Street, Elizabeth, New Jersey, 07207.
2. If by the Board to the Association at One Union Square, Elizabeth, New Jersey, 07201.

B. This agreement shall not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.

C. 1. Board of Education attendance policy 4151.21 revised September 4, 2007 shall be applied to all bargaining unit employees.

### ARTICLE XX STUDENT DISCIPLINE

An appropriate student disciplinary procedure shall be developed for the District and shall include a definition of the duties and responsibilities of all administrators, supervisors, and other personnel pertaining to student discipline. Copies of such procedure shall be presented to each teacher at the start of each school year.

ARTICLE XXI  
INSTRUCTIONAL ADVISORY  
COUNCIL/PROFESSIONAL  
DEVELOPMENT COMMITTEE

A. An Instructional Advisory Council shall be established and shall meet regularly. The Council may consider such matters as curriculums improvements, teaching techniques, professional assignments, instructional organizational patterns, experimentation, extra-curricular programs, in-service training and Staff development, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research, educational specifications for buildings, and other related matters regarding the effective operation of the Elisabeth School District.

B. The Council shall consist of five (5) representatives appointed by the Superintendent and five (5) representatives appointed by the Association.

C. The Council shall encourage the initiation of ideas and suggestions for projects by individual teachers, departments, grade levels, Association committees, administrators, board members, students, parents, or other interested parties.

D. The Council shall meet at least once a month.

E. The Board and the Association shall consider and study all written recommendations submitted by the Council for adoption.

F. The Board will make available an amount not to exceed \$100.00 for legitimate expenses for this Council.

G. The Professional Development Committee shall be established and work with the Superintendent in formulating district programs for meeting continuing education credit requirements per N.J.A.C. 6:11-13.

1. All credit hours worked per Article XXIX of this agreement shall count for credit requirements per N.J.A.C. 6:11-13.

2. The content of each teacher's continuing education shall be specified in a Professional Improvement Plan per N.J.A.C. 6:11-13. In each teacher's annual evaluation report a record shall be made of the number of hours of continuing education credits completed for the year per N.J.A.C. 6:11-13.

ARTICLE XXII  
EVENING SCHOOL, SUMMER  
SCHOOLS, FEDERAL PROGRAMS

All openings for positions in such program shall be publicized in accordance with the procedure for publicizing promotional vacancies.

ARTICLE XXIII  
PROTECTION OF EMPLOYEES,  
STUDENTS AND PROPERTY

A. The Board shall provide legal assistance for any Employee who is assaulted during the course of the performance of his/her lawful duties as an employee in the school district.

B. The Board agrees that an employee shall be entitled to full salary for up to one (1) year with no deduction for sick leave or personal leave in the event of an absence caused by an assault upon the employee while in the performance of his/her lawful functions on behalf of the Board of Education. The extent and causation of such disability shall be verified by the Chief Medical Inspector of the Board of Education. Absences due to injuries sustained by employees as the result of a student assault as well as all other work related absences, illnesses or injuries shall be governed by the provisions of N.J.S.A. 18A:30.2.1.

C. Employees shall immediately report cases of assault suffered by them or by students to their principal; a copy of such report shall be forwarded to the central administration office. The reporting requirements for all incidents of assault, violence and vandalism shall be consistent with the New Jersey administrative code. The district is required to prepare forms which are completed by the employee and given to the principal. The principal is required to review the report for accuracy and notify the chief school administrator of the action taken as a result of the report.

ARTICLE XXIV  
SUBSTITUTES

Once an employee has reported unavailability it shall be the responsibility of the administration to arrange for a substitute.

ARTICLE XXV  
MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey, the constitutions of the State of New Jersey and of the United States.

ARTICLE XXVI  
SECRETARIES AND CLERKS

A. Hours for secretarial staff shall be as follows:

1. 8:00 a.m. - 4:00 p.m. - School Offices
- 8:30 a.m. - 4:30 p.m. - Administrative
- 7:30 a.m. - 4:00 p.m. - Extended Day School
- 7:30 a.m. - 4:00 p.m. - Extended Day/ Extended Year School
2. 8:00 a.m. - 3:00 p.m. - During School Recess

3. Summer work hours shall be defined as Monday through Thursday, 8:00 AM to 4:30 PM with a one hour lunch. The four day workweek schedule of summer hours shall go into effect the day after high school graduation and continue in effect through Labor Day. Regular secretarial hours shall go into effect the day after Labor Day. This term and condition shall apply to secretaries assigned to the Mitchell Building, Prince Street, the Warehouse and any other district administrative offices. This provision shall go into effect June 28, 2004. Secretaries assigned to a Summer Program or whose principals are in charge of a Summer Program shall have the four day workweek schedule whenever their Summer Program is not in session. The regular summer hours shall apply whenever the Summer Program is in session. This provision shall take effect June 28, 2004.

During the period of summer hours, vacation may only be taken in a four day block and charged as five days (shorter vacation day blocks may be approved by the Director and the Superintendent for unusual circumstances); sick days, personal days, and any charges for time on a daily basis shall be at the rate of 1.25.

B. Secretaries and clerks receive vacation time according to the following provisions:

a. In the first year of employment each employee shall receive one (1) day for each month worked during the fiscal year prior to July 1st. No employee shall receive more than ten (10) days.

b. Twelve (12) month employees with 1 to 6 years of service shall receive two (2) weeks vacation annually. Employees with 7 to 12 years of service shall receive three (3) weeks vacation annually. Employees with 13 or more years of service shall receive four (4) weeks vacation annually.

c. Ten and one-half (10 1/2) month employees with 1 to 12 years of service shall receive two weeks vacation annually. Employees with 13 or more years of service shall receive three (3) weeks vacation.

C. The hourly rate for evening school and Summer school secretaries shall be as follows:

2009-2010	\$20.22
2010-2011	\$21.01
2011-2012	\$21.85

The rates shall be paid in accordance with the pro-rata language in Part II-D.

D. Twelve (12) month secretaries and clerks shall be entitled to fourteen (14) sick leave days.

E. Secretaries shall not be required to work when schools are closed for inclement weather. Individual secretaries assigned to the Mitchell Building may be requested to come to work by the administrator to whom they report, but any such secretary shall be provided with a "comp day" in connection with any such day on which a secretary reports. Said "comp day" shall be used before the end of the academic year.

B. Secretaries assigned to an Extended Day/Year School, an Extended Day School and/or working the extended day shift (7:30 a.m. - 4:00 p.m.) shall be paid 1.0640909 times the appropriate step and column of their respective salary guides.

#### G. Secretarial Reclassification

1. Effective July 1, 2005 employees working as either district or food service accounts payable or payroll secretaries shall have their positions re-titled by the Board to "Accounts Payable, Payroll, Bookkeeper Clerical Personnel." This new position title shall be reclassified as Administrative Secretary I (AS I) twelve (12) months from the current secretary/12 month(S-12) classification. Effective July 1, 2005 secretaries in the new position shall be paid on the AS 1/12 month guide and placed on the same steps they would have occupied as S-12 secretaries. They shall move one step on the guide effective July 1, 2006.

2. Effective July 1, 2005 employees assigned as secretaries in one of the Houses of the High School shall have their positions re-titled by the Board to "Secretaries assigned to an Elizabeth High School House." This new position title shall be reclassified as Administrative Secretary I (AS I) twelve (12) months from the current secretary/12 months(S-12) classification. Effective July 1, 2005 secretaries in the new position shall be paid on the AS 1/12 month guide and placed on the same steps they would have occupied as S-12 secretaries. They shall move one step on the guide effective July 1, 2006.

3. Effective July 1, 2005 the employee working as a lab assistant responsible for document preparation in the AV department shall have his/her position re-titled by the Board to "Documents Publication and Preparer Clerk." This new position title shall be reclassified as Administrative Secretary I (AS I) twelve (12) months from the current lab assistant position. Effective July 1, 2005 the secretary in the new position shall be paid on the AS 1/12 month guide and placed on step 9 for the 2005-2006 year, on step 10 for the 2006-2007 year and shall move one step on the guide each remaining year of this agreement.

4. Effective July 1, 2006 all elementary and middle school lead secretaries shall be re-classified as Administrative II secretaries and placed on the appropriate salary guide.

5. The Board and the Association pledge their mutual cooperation to rectify any errors or oversights regarding secretarial reclassification.

6. Effective July 1, 2009 early childhood center, guidance and central office secretaries whose titles are enumerated here shall be re-classified as Administrative I-12 months. They shall be placed on the same salary guide step as an Admin. I-12 as they occupy in the lower classification.

a. Early Childhood Center Secretaries (Secretary I-10.5 months)

b. Office of Human Resources and Elementary and Secondary Education Secretaries (Secretary I-10.5 and 12 months)

c. Guidance Secretaries (Secretary I-10.5 and 12 months). Guidance secretaries may choose to remain in their present classifications by notifying in writing the Office of Human Resources no later than February 15, 2009. After this date all secretaries employed as guidance secretaries shall be re-classified as Admin. I-12 months.

#### ARTICLE XXVII PREPARATION TIME - SUBSTITUTES & COVERAGE

A. Secondary Schools: Grades six, seven and eight high school.

Secondary school teachers who are required to take over a class for an absent colleague during a teacher's lunch or preparation period (or who are required to take additional students from another class because of that teacher's absence, thereby changing his/her class load) shall be compensated at the rate of 1/5 of the substitute per diem rate for each such class assignment.



## B Elementary Schools

a. In the case of an absent elementary teacher, the cooperating elementary teachers who combine their class for an entire day with those of the absent teacher shall receive the substitute teacher's per diem rate to be divided equally among cooperating elementary teachers.

b. Beginning July 1, 2002 coverage payment shall also be made to Class Size Reduction (Team) Teachers whose teaching partner is absent.

This provision shall not apply to special teachers, i.e., art, music, physical education, Chapter 1, Compensatory Education, Bilingual/ESL, "pull out" teachers, and such other teachers who customarily do not have self-contained regular classroom assignments.

If a special subject area teacher is assigned to cover for an absent regular classroom teacher for the full day, thereby depriving the regular elementary classroom teacher of his/her preparation period (or when the special subject area teacher is reassigned to another school related activity (citywide art exhibits, field trip, Board related business, etc.) the per diem substitute pay shall be divided amongst the teachers so affected.

When teachers are covering for an absent teacher, those children of the absent teacher shall follow the same schedule as the covering teacher's class. This includes gym, art, music, shop, etc. In the event that the absent teacher's class is scheduled for a special class on the same day, that class will not be held and the special teacher will use this period as a prep period.

### C. General Information

(applies to both secondary and elementary schools)

1. Preparation periods cannot be interchanged with on-duty periods.

2. A teacher who substitutes for a colleague who has been called upon by the administration to attend a meeting or perform any other school-related activity shall be compensated under this Article.

3. The foregoing sections shall not apply when coverage has been caused by a teacher who, after reporting to school, leaves before the end of the day because of emergency or illness.

4. The payments required by this Article shall be made quarterly.

## ARTICLE XXVIII REPRESENTATION FEE

1. If an employee 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 fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Prior to the beginning of each membership year, the amount of said representation fee shall be certified to the Board by the Association, which amount shall not exceed eighty-five percent (85%) of the regular membership dues, fees and assessments charged by the Union to its own members.

3. 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 the representation fee in equal installments, as nearly as possible, for the paycheck paid to each employee of the aforesaid list during the remainder of the membership year in question.

4. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made.

5. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.

6. The Association shall establish or maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5(c) and 5.6, and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the employer shall immediately cease making said deductions.

7. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article. The Association shall intervene in and defend any administrative or court litigation. The board shall have no obligation to defend actions arising under this Article, but once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

## ARTICLE XXIX TEACHERS HOURS

A. Effective September 1, 1985, the regular workday of teachers shall be 8:15 a.m. to 3:05 p.m. The Board retains the right to schedule one-half (1/2) days as full days. The work year for teachers shall consist of one hundred and eighty (180) student contact days plus one (1) orientation day. Newly hired teachers may be assigned an additional orientation day.

B. Except in an emergency, teachers will not be assigned non-professional duties such as hall duty between 3:00 p.m. and 3:05 p.m.

C. 1. School Improvement Facilitators shall work eleven (11) months each year. They shall follow the teachers' ten month school calendar plus they shall work a maximum of 22 days during summer recess. Daily work hours and the daily work schedule during the school year shall be the same as regular classroom teachers. During summer recess daily work hours and the daily work schedule shall be the same as assigned the secretaries at the Mitchell Building.

2. Staff Development Coordinators and Staff Development Research Consultants shall follow the teachers' ten month school calendar. In addition they shall work either the month of July or August as assigned. Their daily work hours shall be 8:30 a.m. to 4:30 p.m. during the school year. Summer hours shall be the same assigned to the secretaries in the Mitchell Building.

C. 3. Professional Development Teacher Trainers shall follow the teachers' ten (10) month school calendar and daily work hours.

C. 4a. Effective July 1, 2001 high school guidance counselors, high school facilitators, early childhood trainers, early childhood consultants and monitoring consultants, T.V. production employees, media specialist technicians, and tech-media specialists shall become eleven (11) month positions. Employees shall work either the month of July or August. Any person hired by the district as of July 1, 2001 shall be an eleven (11) month employee. Any person employed by the district as of June 30, 2001 may choose to remain as a ten (10) month employee.

4b. Effective July 1, 2006 elementary and middle school guidance counselors, shall become eleven (11) month positions. Employees shall work either the month of July or August. Any person employed by the district as of June 30, 2006 may choose to remain as a ten (10) month employee. Any person hired by the district as of July 1, 2006 shall be an eleven (11) month employee.

C. 5. Effective July 1, 2002 child study team members shall all become eleven (11) month positions. These employees shall work either the month of July or August. Any person hired by the district as of July 1, 2002 shall be an eleven (11) month employee. Any person employed by the district as of June 30, 2002 may choose to remain as a ten (10) month employee.

C. 6. Teachers of Public Information shall work eleven (11) months each year. They shall follow the teachers' ten (10) month school calendar plus they shall work a maximum of twenty-two (22) days during summer recess. Their daily work hours shall be 8:30 AM - 4:30 PM during the school year. Summer hours shall be the same as assigned the secretaries in the Mitchell Building.

C. 7. Other teachers assigned to an Extended Year eleven (11) month position shall have a work year of two hundred and one (201) days except for teachers assigned to the Safety Net Program. They shall have a work year of one hundred and ninety-nine (199) days. The work year for all teachers covered by this provision shall be inclusive of one (1) orientation day. The work day shall remain the same as in effect during the 2003-2004 school year.

C. 8. Teachers assigned to an Extended Day school shall work a regular day of eight (8) hours and fifteen (15) minutes. The normal hours shall be from 7:30 AM - 3:45 PM. The work year shall consist of one hundred and eighty (180) student contact days plus one (1) orientation day.

C. 9. Teachers assigned to an Extended Day/Year school shall work a regular school day of eight (8) hours and fifteen (15) minutes. The normal hours shall be from 7:30 AM - 3:45 PM. The work year shall consist of two hundred (200) student contact days plus one (1) orientation day.

C. 10. Time worked in addition to the above shall be compensated at the hourly rate for teachers (Appendix A, Part II - C).

#### D. Grades Pre-K (Effective July 1, 2009)

a. Classroom teachers: Five (5) days a week each teacher shall have one (1) daily duty free-teacher directed preparation period. The total number of preparation periods during a five (5) day week shall be five (5). Three (3) preparation periods will be provided by the world language, physical education, art and music specialists. Two (2) preparation periods will be provided during the student lunch and student nap time.

b. Specialists: Five (5) days a week each specialist shall have one (1) daily duty free-teacher directed preparation period. The total number of preparation periods during a five (5) day week shall be five (5). Specialists are those teachers providing preparation periods for the classroom teachers.

c. The 2008-2009 daily work day schedules shall remain in effect for the following certified positions: child study team members; nurses; social workers; LDTC's and master teachers.

d. The schedule for any positions not enumerated in this article shall be negotiated between the Board and the Association.

e. All teachers shall be paid the coverage rate per the bargaining agreement for preparation periods which are not provided.

f. In order to enhance the delivery of student services and instruction the Board and the Association agree that when classroom teachers are absent their classes will be covered in the following order: First by a teacher on the district's list of daily substitutes and second by assigning other certified staff.

g. Grade level team meetings shall be assigned consistent with the appropriate workday schedule.

h. Teachers shall have a daily duty free lunch period per the appropriate workday schedule.

i. The lunch, preparation periods and grade level team meetings referenced above shall be full periods comprised of continuous minutes. They shall not be scheduled in segments. The length of each duty free lunch period shall be sixty (60) continuous minutes. The length of each preparation period shall be either forty (40) or forty-five (45) continuous minutes according to the assigned school day schedule (410 or 495 minutes). The length of each grade level team meeting shall be either forty (40) or forty-five (45) continuous minutes according to the assigned school day schedule (410 or 495 minutes).

j. Grade level team meetings shall be held once every two weeks in place of a preparation period for those teachers with a four hundred and ten (410) minute work day. Teachers with a four hundred and ninety-five (495) minute work day shall have daily grade level team meetings.

k. After school meetings

After school meetings shall occur as follows:

1. One (1) faculty meeting per month.

2. One (1) department meeting every other month, unless exigent circumstances require additional meetings. However, there shall be no more than one meeting per month. Department meetings shall last no more than sixty (60) continuous minutes. Each meeting shall begin ten (10) minutes after the end of the appropriate shift.

3. Faculty meetings shall last no more than forty-five (45) continuous minutes.

4. Whenever exigent circumstances require the presence of the entire faculty a special meeting for that purpose may be called from time-to-time.

l. After school assignments

A maximum of two (2) unpaid per year.

m. Pre-School/Pre-K daily schedules shall be:

*Classroom Teachers and Specialists with a 410 minute day 8:15 am -- 3:05pm*

Lunch	60 minutes
Prep Period	40 minutes
Instruction/Student Contact*	260 Minutes
Miscellaneous**	50 Minutes

*Classroom Teacher and Specialists with a 495 minute day (7:30 am -- 3:45pm)*

Lunch	60 minutes
Prep Period	45 minutes
Instruction/Student Contact*	285 Minutes
Team Meetings	45 Minutes
Miscellaneous**	60 Minutes

\*Small group, large group, work time, quiet/rest time, outside time and related activities.

\*\*Homeroom activities, recall/clean-up, passing time, sign in/out, or arrival/dismissal

n. } of school personal days

Pre-K teachers whose student contact time on the last two(2) days of school is extended from one half to a full day shall receive one-half a personal day for each full day. Thus, a teacher required to have students for both days on a full day basis will be accrued to one personal day. The personal day will be accumulated in a separate account and carried forward from year to year until used. The additional day may also be used as a sick day. At the time of retirement any unused day in this category would be placed in the sick bank for the employee and terminal pay for unused sick leave calculated accordingly.

E. Grades K-5 (Effective July1, 2009)

a. Classroom teachers: Five (5) days a week each teacher shall have one (1) daily duty free-teacher directed preparation period. On each of two (2) of the five (5) workdays one (1) additional preparation period shall be provided during the assignment of world language specialists. The total number of preparation periods during a five (5) day week shall be seven (7). Preparation periods will be provided by the world language, physical education, art, music, and computer science and media specialists. The classroom teacher is encouraged to use the two (2) preparation periods provided by the assignment of the world language specialist to plan for language arts literacy across the curriculum and numeracy.

b. Tutors and Specialists: Five (5) days a week each tutor and specialist shall have one (1) daily duty free-teacher directed preparation period. The total number of preparation periods during a five (5) day week shall be five (5). Specialists are those teachers providing preparation periods for the classroom teachers.

c. The 2008-2009 daily work day schedules shall remain in effect for the following certified positions: child study team members; guidance counselors; nurses; social workers; language arts literacy coaches; mathematics coaches; special education coaches; science coaches; and teacher/school disciplinarians(formerly known as TA-teacher assistants).

d. The schedule for any positions not enumerated in this article shall be negotiated between the Board and the Association.

e. All teachers shall be paid the coverage rate per the bargaining agreement for preparation periods which are not provided.

f. In order to enhance the delivery of student services and instruction the Board and the Association agree that when classroom teachers are absent their classes will be covered in the following order: First by a teacher on the district's list of daily substitutes; second by splitting the classes among other teachers; and third by assigning other certified staff.

g. Grade level team meetings shall be assigned consistent with the appropriate workday schedule.

h. Teachers shall have a daily duty free lunch period per the appropriate workday schedule.

i. The lunch, preparation and team meeting periods referenced above shall be full periods comprised of continuous minutes. They shall not be scheduled in segments.

The length of each duty free lunch period shall be fifty (50) continuous minutes. The length of each preparation period shall be forty-five (45) continuous minutes.

The length of each grade level team meeting period shall be forty-five (45) continuous minutes.

j. Grade level team meetings shall be held once every two weeks in place of a preparation period for those teachers with a four hundred and ten (410) minute work day. Teachers with a four hundred and ninety-five (495) minute work day shall have daily grade level team meetings.

k. After school meetings.

After school meetings shall occur as follows:

1. One (1) faculty meeting per month.

3. One (1) department meeting every other month, unless exigent circumstances require additional meetings. However, there shall be no more than one meeting per month. Department meetings shall last no more than sixty (60) continuous minutes. Each meeting shall begin ten (10) minutes after the end of the appropriate shift.

3. Faculty meetings shall last no more than forty-five (45) continuous minutes.

4. Whenever exigent circumstances require the presence of the entire faculty a special meeting for that purpose may be called from time-to-time.

i. After school assignments

A maximum of two (2) unpaid per year.

iii. Elementary grades K — 5 daily schedules shall be:

Classroom Teachers with a 410 minute day (8:15 am — 3:05pm)

	Three Days Weekly*	Two Days Weekly
Lunch	50 Minutes	50 minutes
Prep Period	45 minutes	90 minutes
Instruction of Students	270 Minutes**	225 Minutes**
PBL		
Tutoring***	20 Minutes	20 Minutes
Miscellaneous****	25 Minutes	25 Minutes

\* The daily five (5) day a week schedule for tutors and specialists.

\*\* (6 periods of 45 minutes) or (5 periods of 45 minutes).

\*\*\*PBL Tutoring: Project Based Learning (classroom teachers only).

\*\*\*\*Miscellaneous: Homeroom activities, passing time, sign in/out, or arrival/dismissal.

*Classroom Teachers with a 49<sup>7</sup> minute day  
(7:30 am -- 3:45pm)*

	<i>Three Days Weekly*</i>	<i>Two Days Weekly</i>
Lunch	30 Minutes	50 minutes
Prep Period	45 minutes	90 minutes
Instruction of Students	310 Minutes**	265 Minutes**
Team Meetings	45 Minutes	45 Minutes
Miscellaneous***	45 Minutes	45 Minutes

\* The daily five (5) day a week schedule for tutors and specialists.

\*\* (6 periods of 45 minutes & 1 period of 40 minutes) or (5 periods of 45 minutes & 1 period of 40 minutes).

\*\*\*Homeroom activities, passing time, sign in/out, or arrival/dismissal.

**E. Grades Six, Seven and Eight Work Day (Effective July 1, 2009)**

Four Hundred and Ten (410) Minute Day

a. Grade six (6) classroom teachers: Five (5) days a week each teacher shall have one (1) daily duty free-teacher directed preparation period. On each of two (2) of the five (5) workdays one (1) additional preparation period shall be provided during the assignment of science. The total number of preparation periods during a five (5) day week shall be seven (7). Five (5) preparation periods will be provided by the world language, physical education, art, music, computer science and media specialists. Two (2) preparation periods will be provided by the science teachers. The classroom teacher is encouraged to use the two (2) preparation periods provided by the assignment of students to science lab to plan for science, language arts literacy across the curriculum and numeracy.

b. Grade seven (7) and eight (8) classroom teachers: Five (5) days a week each teacher shall have one (1) daily duty free-teacher directed preparation period. On each of two (2) of the five (5) workdays one (1) additional preparation period shall be provided in place of the team meetings/duties period.

The total number of preparation periods during a five (5) day week shall be seven (7). The classroom teacher is encouraged to use the two (2) preparation periods provided in place of team meetings to plan for language arts literacy across the curriculum and numeracy.

c. Specialists and Resource/In Class Support Teachers for the sixth grade teachers: Five (5) days a week each specialist shall have one (1) daily duty free-teacher directed preparation period. The total number of preparation periods during a five (5) day week shall be five (5). Specialists are those teachers providing preparation periods for the sixth grade classroom teachers. The daily five (5) day a week schedule for specialists and resource/in class support teachers shall be the three (3) day schedule referenced in paragraph f. This paragraph does not apply to the science teachers referred to in paragraph a.

d. Grade level team meetings shall be assigned consistent with the appropriate workday schedule.

e. The lunch, preparation and team meeting periods shall be full periods comprised of continuous minutes. They shall not be scheduled in segments.

The length of each duty free lunch period shall be forty (40) continuous minutes.

The length of each preparation period/team meeting shall be forty-five (45) continuous minutes.

The length of each grade level team meeting shall be forty-five (45) continuous minutes.

f. Grade six (6), seven (7) and eight (8) workday shall be.

*Classroom Teachers with a 410 minute day  
(8:15 am -- 3:05pm)*

	<i>Three Days Weekly*</i>	<i>Two Days Weekly</i>
Lunch	40 Minutes	40 minutes
Prep Period	45 minutes	90 minutes
Instruction of Students	270 Minutes**	270 Minutes**
Team Meetings/ Duty	45 Minutes	0 Minutes
Miscellaneous***	10 Minutes	10 Minutes

\* The daily five (5) day a week schedule for specialists and resource/in class support teachers for the sixth (6) grade.

\* Six (6) periods of 45 minutes each. The first five (5) minutes of period one shall be reserved for home-room activities. The last five (5) minutes of period nine shall be reserved for dismissal activities.

\*\*\* Teacher arrival is 8:15-8:20. Teacher dismissal is 3:00-3:05.

g. Teachers scheduled for more than 270 minutes of instruction shall be assigned and paid in accordance with the procedures and practices of article VIII-F.

h. After school meetings shall occur as follows:

1. One (1) faculty meeting per house per month per shift.

2. One (1) department meeting every other month, unless exigent circumstances require additional meetings. However, there shall be no more than one meeting per month.

Department meetings shall last no more than sixty (60) continuous minutes. Each meeting shall begin ten (10) minutes after the end of the appropriate shift.

3. Faculty meetings shall last no more than forty-five (45) continuous minutes.

4. Whenever exigent circumstances require the presence of the entire faculty a special meeting for that purpose may be called from time-to-time.

i. All teachers shall be paid the coverage rate per the bargaining agreement for preparation periods which are not provided.

j. After school assignments: A maximum of two (2) unpaid per year.

k. The 2008-2009 daily work day schedules shall remain in effect for the following certified positions: child study team members; guidance counselors; nurses; social workers; language arts literacy coaches; mathematics coaches; special education coaches; science coaches; and teacher/school disciplinarians (formerly known as TA-teacher assistants).

l. The schedule for any positions not enumerated in this article shall be negotiated between the Board and the Association.

m. In order to enhance the delivery of student services and instruction the Board and the Association agree that when classroom teachers are absent their classes will be covered in the following order: First by a teacher on the district's list of daily substitutes; second by splitting the classes among other teachers; and third by assigning other certified staff.

G. Grades Six, Seven and Eight Work Day (Effective July 1, 2009)

Four Hundred and Ninety-Five (495) Minute Day

a. Grade six (6), seven (7) and eight (8) classroom teachers: Five (5) days a week each teacher shall have one (1) daily duty free-teacher directed preparation period.

b. Specialists and Resource/In Class Support Teachers for the sixth grade teachers: Five (5) days a week each specialist shall have one (1) daily duty free-teacher directed preparation period. The total number of preparation periods during a five (5) day week shall be five (5). Specialists are those teachers providing preparation periods for the sixth grade classroom teachers. The daily five (5) day a week schedule for specialists and resource/in class support teachers shall be the schedule referenced in paragraph e.

c. Grade level team meetings shall be assigned consistent with the appropriate workday schedule.

d. The lunch, preparation and team meeting periods shall be full periods comprised of continuous minutes. They shall not be scheduled in segments.

The length of each duty free period shall be forty-five (45) continuous minutes.

The length of each preparation period/team meeting shall be forty-five (45) continuous minutes. The length of each grade level team meeting shall be forty-five (45) continuous minutes.

e. Grade six (6), seven (7) and eight (8) workday shall be:

Classroom Teachers with a 495 minute day (7:30 am — 3:45pm)

	<u>Workday*</u>
Lunch	45 Minute
Prep Period	45 minutes
Instruction of Students	315 Minutes**
Team Meetings/Duty	45 Minutes
Professional Period	45 Minutes

\* The daily five (5) day a week schedule for specialists and resource/in class support teachers for the sixth (6) grade.

\*\* Seven (7) periods of 45 minutes each. The first five (5) minutes of period one shall be reserved for home-room activities. The last five (5) minutes of period eleven shall be reserved for dismissal activities.

f. One (1) professional responsibility period of no more than a continuous forty-five (45) minutes. This period shall be non-instructional requiring no lesson plans, grading or preparation. The period shall also not be a duty assignment as is commonly understood; hall duty, lunch duty or other non-professional activities. Examples of appropriate professional assignments during this period are tutoring, assisting students with their homework, and research. Incidental planning, record keeping, student assessment, and student attendance may be part of the required professional responsibilities.

g. Teachers scheduled for more than 315 minutes of instruction shall be assigned and paid in accordance with the procedures and practices of article VIII-F.

h. (per school meetings shall occur as follows:

1. One (1) faculty meeting per house per month per shift.

2. One (1) department meeting every other month, unless exigent circumstances require additional meetings. However, there shall be no more than one meeting per month. Department meetings shall last no more than sixty (60) continuous minutes. Each meeting shall begin ten (10) minutes after the end of the appropriate shift.

3. Faculty meetings shall last no more than forty-five (45) continuous minutes.

4. Whenever exigent circumstances require the presence of the entire faculty a special meeting for that purpose may be called from time-to-time.

i. All teachers shall be paid the coverage rate per the bargaining agreement for preparation periods which are not provided.

j. After school assignments: A maximum of two (2) unpaid per year.

k. The 2008-2009 daily work day schedules shall remain in effect for the following certified positions: child study team members; guidance counselors; nurses; social workers; language arts literacy coaches; mathematics coaches; special education coaches; science coaches; and teacher/school disciplinarians (formerly known as TA-teacher assistants).

l. The schedule for any positions not enumerated in this article shall be negotiated between the Board and the Association.

m. In order to enhance the delivery of student services and instruction the Board and the Association agree that when classroom teachers are absent their classes will be covered in the following order: First by a teacher on the district's list of daily substitutes; second by splitting the classes among other teachers; and third by assigning other certified staff.



## H. High School Work Day

The teacher workday shall be as follows:

1. Six (6) hours and forty-four (44) continuous minutes.

a. Eight (8) periods each of forty-seven (47) continuous minutes.

five (5) instructional periods

one (1) duty free lunch

one (1) preparation period

one (1) coverage-duty/common planning/advisory period\*

The remainder of the time shall be used for passing, signing in/out.

2.\*The coverage-duty/common planning/advisory period shall be utilized as follows:

Teachers shall be on call every day for either covering a class or for being assigned a duty or an advisory by the administration.

If no class coverage, duty, or advisory is assigned, teachers shall have a planning period.

The first ninety (90) class coverages are free; i.e. teachers will receive no compensation.

Beginning with the ninety-first (91st) class coverage, compensation shall be at the contractual rate.

Coverage and duty assignments will be made on a rotational basis so as to maintain an equitable distribution of assignments.

All classroom teachers will be assigned this period.

To the extent possible, the coverage assignments shall be first made during this period before using the regular preparation period. Teachers assigned to cover classes during their regular preparation periods shall receive the contractual compensation per the negotiated agreement.

There shall be three (3) shifts during the workday:

a) 7:30am to 2:14pm

b) 8:21am to 3:05pm

c) 9:12am to 3:56pm

Assignment to the shifts shall be filled by volunteers. If more than one teacher volunteers seniority shall prevail provided all other criteria are equal.

After school meetings shall occur as follows:

a) One (1) faculty meeting per house per month per shift.

b) One (1) department meeting every other month, unless exigent circumstances require additional meetings. However, there shall be no more than one meeting per month.

c) Faculty meetings shall last no more than forty-five (45) continuous minutes.

Department meetings shall last no more than sixty (60) continuous minutes. Each meeting shall begin ten (10) minutes after the end of the appropriate shift.

d) Whenever exigent circumstances require the presence of the entire faculty a special meeting for that purpose may be called from time-to-time.

4. Teachers assigned to a second shift shall be paid the following hourly rates in accordance with the pro-rata language in Part II-D. These assignments include but are not limited to a duty, class coverage and a holdover period. They do not include a sixth teaching class.

2009-2010 \$29.66

2010-2011 \$30.44

2011-2012 \$31.24

1. The Elizabeth Board of Education and the Elizabeth Education Association recognize the importance of continuing education for staff members and its value to the students in the Elizabeth Public Schools.

In an effort to improve delivery of instruction in the core curriculum content areas and address relevant issues arising from contemporary educational challenges the parties enter into the following agreement. No later than July, 1998 certified employees shall choose to be placed on the "Regular" teachers guide or the "Professional Development Guide". Those teachers who elect to be placed on the "Professional Development Guide" will participate in a comprehensive staff development program designed to enhance delivery of instruction in the Core Curriculum Content Areas. Trained teachers who elect the "Professional Development Guide" agree to spend up to 20 hours per year outside their regular workday and workweek to meet with their colleagues, assess new techniques, evaluate training programs, etc. as scheduled by the Division of Staff Development, Best Practices and Innovative Programs. Teachers who elect to remain on the "Regular" teachers guide are also subject to in-service training. Any required training outside of the regular workweek or workday for teachers on the "regular" guide shall be compensated at the hourly rate. Employees hired on July 1, 1997 or later shall be placed on the "Professional Development Guide". The hours worked outside the regular workday and workweek shall be counted toward the continuing education standards subject to the approval procedures contained within the law.

J. District Professional Development:

1. Coordination of the district professional development requirement and the state's continuing education requirement will be referred to a joint study committee comprised of representatives appointed by the Board and the Association.

2. Any teacher on the regular teacher salary guide for 2004 - 2005 as of January 1, 2005 may switch to the Professional Development teacher guide 2005-2006 by notifying in writing the Superintendent of Schools no later than January 31, 2005.

3. Graduate courses must be approved by the Director of Staff Development, Best Practices and Innovative Programs. Courses must be relevant to the New Jersey Core Curriculum Content Standards and/or the teacher's position in the school district.

A teacher must complete the necessary forms. Graduate credits will count for three (3) hours of district professional development per graduate credit for a maximum of nine (9) hours district professional development credit in any one school year.

J. Teachers participating on a building or district level Professional Development Committee shall be paid the following rates in accordance with the pro-rata language of Part II-D:

2009-2010	\$31.08
2010-2011	\$32.30
2011-2012	\$33.58

ARTICLE XXX  
SECURITY PERSONNEL,  
ASSISTANTS, ATTENDANTS,  
TECHNICIANS AND PARENT  
LIAISONS

A. Security Personnel assigned to schools, Assistants, Attendants, Audio-Visual and Laboratory Technicians and Parent Liaisons shall be given the school holidays and inclement weather days without deduction of salary except that all Security Personnel are required to work the Christmas and Easter Recesses.

B. Employees covered by this Article shall serve a probationary period of thirty (30) workdays after commencement of employment. Upon written notice to the employee and the Association, the Board shall be entitled to an additional trial period of thirty (30) workdays. During this probationary period, an employee may be terminated with or without cause.

C. Security Personnel

1. Eleven (11) month security personnel shall work either July or August. They shall be paid on the appropriate step of the eleven (11) month security salary guide. Any employee hired before July 1, 2002 shall have the option of remaining an hourly paid summer employee. For the purpose of pension credit for the eleven (11) month position, the Board will allow 24 salary pay periods for the eleven (11) month position. This provision shall take effect July 1, 2002.

2. Twelve (12) month security personnel at the Mitchell Building, Imperial Building, Community Schools or other worksites shall be paid on the appropriate step of the twelve (12) month security salary guide. Vacation shall be the same as secretaries. All time served as a security guard in the district shall count towards the awarding of the twelve (12) month vacation allowance.

3. Effective July 1, 2002 security personnel transferred to a lower paying position shall not be entitled to continue receiving the higher pay, i.e. Security Personnel transferred from twelve (12) month positions to eleven (11) month position shall be paid on the eleven (11) month salary guide.

4. Effective July 1, 2002 head security personnel using their own vehicles for official district business shall be compensated at the same rate as the attendance officer.

5. A joint committee shall be formed to develop the RIF/Recall language for all employees agreed to in the previous settlement.

6. The Board agrees to establish an equitable system for rotation of overtime for security guards in each building or worksite. A joint committee established by the parties shall develop the details and procedures for the rotational system of assignment of overtime by July 1, 2000. The parties agree that if an employee refuses an offer of overtime, such employee shall be rotated to the bottom of said list, that any arbitration concerning an alleged violation of such rotational overtime assignment shall be limited to the granting of a preferential opportunity for a future overtime assignment and such arbitration shall be without authority to award compensation for lost overtime assignment, that such system shall provide procedure to recognize emergency overtime assignments and also take into consideration cases that may differentiate between employees who are held over for overtime and employees who are called back for overtime, that said system must work expeditiously for assignment of overtime, and that overtime must be worked as required.

7. The security personnel's workday shall be eight and one-half (8 1/2) hours inclusive of a one-half (1/2) hour duty free lunch or meal break. The regular work week shall be Monday through Friday.

8. Effective July 1, 2005 security personnel shifts at extended day or extended day/year schools when school is in session shall be as follows:

7:00am - 3:30pm  
8:00am - 4:30pm  
9:00am - 5:30pm

Effective July 1, 2005 security personnel shifts at community schools such as School #1, School #3 and Elizabeth High School when school is in session shall be as follows:

7:00am - 3:30pm  
7:30am - 4:00pm  
1:00pm - 9:30pm

All shifts shall be established through the seniority system. Starting with the most senior security person to the least senior security person employees shall choose a shift for the school year. Such selection shall occur no later than June 30 of the preceding school year.

9. Effective July 1, 2005 a per hour shift differential shall be paid and added to the pensionable base salary. The differential rates shall be set at 53.0% of the custodial shift differential rates.

Any shift starting between twelve noon (12:00pm) and three fifty-nine (3:59pm) shall be compensated as follows:

2009-2010	\$0.42 per hour
2010-2011	\$0.44 per hour
2011-2012	\$0.46 per hour

Any shift starting at four o'clock pm (4:00pm) or after shall be compensated as follows:

2009-2010	\$0.55 per hour
2010-2011	\$0.57 per hour
2011-2012	\$0.60 per hour

D. Parent Liaisons

1. Those assigned to a ten (10) month schedule shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be six (6) hours and fifty (50) minutes of flex time.

2. Those assigned to an Extended Day school shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be eight (8) hours and fifteen (15) minutes of flex time.

3. Those assigned to an Extended Year school shall have a work year consisting of two hundred (200) student contact days and one (1) orientation day. The workday shall be six (6) hours and fifty (50) minutes of flex time.

4. Those assigned to an Extended Day/Year school shall have a work year consisting of two hundred (200) student contact days and one (1) orientation day. The workday shall be eight (8) hours and fifteen (15) minutes of flex time.

5. Head Parent Liaisons shall receive an annual pensionable stipend added to their regular salary.

2009-2010	\$5,047
2010-2011	\$5,246
2011-2012	\$5,453

E. Assistants and Attendants

1. Assistants and Attendants Other Than CDA Certified and ESEA/NCLB Qualified

a. Those assigned to a ten (10) month schedule shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be either six (6), six and one-half (6 1/2), seven (7) or eight (8) hours in length.

b. Those assigned to a ten month Extended Day School shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be eight (8) hours in length. The normal daily schedule shall be from 7:45 am to 3:45 pm.

Those assigned to an Extended Day/Year School shall have a work year consisting of two hundred (200) student contact days and one (1) orientation day. The workday shall be eight (8) hours in length. The normal daily schedule shall be from 7:45am to 3:45pm.

2. CDA Certified Classroom Assistants

Those assigned to neighborhood schools shall have a ten (10) month work year schedule consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be six (6) hours and fifty (50) minutes in length. The normal daily schedule shall be from 8:15am to 3:05pm.

Those assigned to the Center for Infant Development (CID) shall have a ten (10) month work year schedule consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be eight (8) hours in length. The normal daily schedule shall be from 7:45 am to 3:45pm.

Those assigned to a ten month Extended Day School shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be eight (8) hours and fifteen (15) minutes in length. The normal daily schedule shall be from 7:30 am to 3:45 pm.

Those assigned to an Extended Day/Year school shall have a work year consisting of two hundred (200) student contact days and one (1) orientation day. The workday shall be eight (8) hours and fifteen (15) minutes in length. The normal daily schedule shall be from 7:30am to 3:45pm.

3. ESEA/NCLB Assistants

a. Those assigned to a ten (10) month schedule shall have a work year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be either six (6), six and one-half (6 1/2), seven (7) or eight (8) hours in length.

b. Those assigned to a 12 month Extended Day School shall have a work-year consisting of one hundred and eighty (180) student contact days and one (1) orientation day. The workday shall be eight (8) hours in length. The normal daily schedule shall be from 7:45 am to 3:45 pm.

c. Those assigned to an Extended Day/Year school shall have a work year consisting of two hundred (200) student contact days and one (1) orientation day. The workday shall be eight (8) hours in length. The normal daily schedule shall be from 7:45am to 3:45pm.

4. Time worked in addition to the above shall be compensated at the hourly rate for assistants as per normal posting practices.

5. Classroom assistants shall have a continuous duty free lunch as follows:

<u>Workday</u>	<u>Lunch</u>
6 hours	length of students' lunch
6 1/2 hours	length of students' lunch
6 hours and 50 minutes	30 minutes
7 hours	30 minutes
8 hours (special education)	30 minutes
8 hours (non-special education)	length of students' lunch
8 hours and 15 minutes (special education)	30 minutes
8 hours and 15 minutes (non-special education)	length of students' lunch

6. Assistants shall have one (1) duty free daily break of fifteen (15) continuous minutes duration.

7. Provided there is no other substitute teacher assigned to an assistant's regularly scheduled classroom an assistant with either a county substitute or standard teaching certificate may substitute at the principal's request for an absent teacher. The assistant shall receive in addition to the regular assistant salary the substitute's rate of pay.

R Technicians

1. Telecommunications and SNAP Technicians

a. Effective July 1, 2004 telecommunications technicians shall have the same vacation as the computer technicians.

b. Effective July 1, 2004 SNAP technicians shall have the same vacation as the secretaries.

2. The following terms and conditions effective July 1, 2009 shall apply to these positions

- a) Computer Technician
- b) Hardware Specialist
- c) Network Technician
- d) Network Administrator
- e) Systems Analyst
- f) Web Developer

a. Work year: Twelve (12) months.

b. Work week: Monday — Friday.

c. Work day: Eight (8) hours inclusive of a one (1) hour duty free lunch.

Shifts:

- i. 7:00 am — 3:00pm
- ii. 7:30am - 3:30pm
- iii. 8:00am - 4:00pm
- iv. 8:30am - 4:30pm
- v. 9:00am — 5:00pm

d. Inclement weather days:

If the administration building is open technicians have the option of reporting for work and receiving a compensatory day. Technicians not reporting for work will not be docked a day's pay.

e. Calendar/Holidays & Summer Hours: Follow the twelve (12) month secretary administration building calendar.

f. Vacation

i. Those hired as of November 1, 2009 or later: Same as the twelve month secretarial vacation.

ii. Those employed prior to November 1, 2009: Twenty-two (22) vacation days per year.

S. Sick Leave: same as the twelve month secretarial sick leave.

h. Overtime: The same as the custodial overtime provisions.

i. Job Descriptions: Each position shall have a separate job description.

### ARTICLE XXXI DURATION OF AGREEMENT

THIS AGREEMENT shall be effective July 1, 2009, except as otherwise provided, and shall continue and remain in full force and effect from July 1, 2009 to and including June 30, 2012 when it shall expire. This Agreement shall not be extended.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto, all on this 9th day of December, 2011.

ELIZABETH BOARD  
OF EDUCATION

ELIZABETH EDUCATION  
ASSOCIATION

*Marie Munn* / *Rosa Carrero*  
w/ Marie Munn, PRESIDENT / w/ Rosa Carrero, PRESIDENT

Attest:

Attest:

*Harold Kennedy X*  
w/ Harold Kennedy X, SECRETARY

*Terra Kennedy*  
w/ Terra Kennedy, SECRETARY

Date: 12-09-2011

Date: 12-09-2011

## APPENDIX A

### RULES AND REGULATIONS FOR APPLICATION OF SALARY GUIDE FOR INSTRUCTIONAL PERSONNEL

#### PART I: GENERAL CONSIDERATIONS

A. Upon the recommendation of the Superintendent of Schools and with the approval of the Board of Education, increments as indicated in this salary guide may be withheld from individuals for cause.

B. For the purpose of computing levels of training, thirty-two (32) semester points of work approved by the Superintendent of Schools are considered the measure of one year of training. The bachelor's degree is considered as meeting the requirement of four (4) years of training and the master's degree the requirement of five (5) years of training.

C. Any approved semester points approved by the Superintendent of Schools and earned in accredited teachers' colleges, colleges and universities, or in courses conducted by the New Jersey Department of Education or any in-service training courses approved by the Superintendent of Schools will be applied toward advancement on the salary guide. There shall be no limit on the number of points applied per year.

D. Experience gained in any school system or in fields of work which are closely related to prospective assignments in the Elizabeth Public Schools, shall be evaluated by the Superintendent of Schools with the approval of the Board of Education in fixing initial salaries.

E. As an award for the achievement of the next higher academic milestone or degree, the annual rate of pay for any teacher, nurse or attendance officer employed under this guide shall be increased by an amount called for in the appropriate attached schedules, effective the first of the month following receipt of official evidence in the office of the Superintendent of Schools that such academic status has been achieved. Official evidence is defined as a transcript or diploma.

F. Teachers, nurses and attendance officers who plan to complete enough college work in order to achieve the next milestone level award provided for in this guide for such training during any particular fiscal year shall notify the Superintendent of Schools in writing before September 15 of the preceding fiscal year.

G. To receive credit for academic training, nurses must have taken acceptable courses in nursing education, health education, or other closely related fields having the approval of the Superintendent of Schools.

H. Except in emergencies, only persons who have had academic training comparable to that expected of teachers will be considered for initial appointment as attendance officers.

In order to receive credit for academic training, attendance officers must have taken acceptable courses in social service or closely related fields having the approval of the Superintendent of Schools.

J. All nurses and attendance officers shall be employed on a 10-month basis.

K. These salary guides shall supersede and replace all previous salary guides of the Board of Education effecting teachers, nurses, attendance officers and psychological service personnel, and such previous guides are hereby rescinded.

L. Teachers who desire payment for a "Recognized Club" must submit a request, in writing, to the Principal outlining the goals of the Club no later than January 15th of each school year for the next school year. The Principal will evaluate each club's value based on the criteria approved by the Board of Education. The Principal shall recommend clubs to the Superintendent for official recognition by February 15th. The Board of Education shall have sole authority to recognize a club and will officially recognize clubs for each school year by March 15th. No one who desires to be paid as a club advisor shall form a club prior to its official recognition by the Board of Education.

M. Employees teaching their 19th, 20th, 21st, 30th or 35th year of Elizabeth experience as of June 30th each contract year shall receive an additional salary adjustment per employee. This additional adjustment shall be incorporated into each employee's base salary. Employees working six and one-half (6 1/2) hours or more per day shall receive the entire adjustment. Employees working fewer than six and one-half (6 1/2) hours per day shall receive a pro-rated adjustment.

<u>Years of Service</u>	<u>Longevity Adjustment</u>
15	\$750
20	\$1,000
25	\$1,750
30	\$2,500
35	\$3,250

N. Tuition reimbursement shall be provided for the reimbursement of tuition for teachers who have successfully completed graduate level work at an accredited teachers' college, college and/or university, or courses conducted by the NJ Department of Education, or any in-service training courses approved by the Superintendent. Secretaries, assistants, security personnel, and other employees covered by the Instructional Unit contract are eligible for reimbursement for successfully completing course work approved by the Superintendent that relates to their assignment with the Board. The maximum rate for tuition shall be the tuition rate in effect at Rutgers University; a maximum of two courses per semester shall be subject to this program. In 2009-10 the sum of \$585,893, shall be provided for the program. In 2010-11 a sum of \$613,304 shall be provided for the program. In 2011-12 a sum of \$640,905 shall be provided for the program. Any unused funds shall be rolled into the next year.

O. A new procedure for distributing tuition reimbursement funds will be developed beginning the 1999-2000 year and throughout the years of this agreement. The first come first served allocations shall be terminated. The total annual allocation of funds for this benefit shall be divided in three (3) equal parts; summer, fall and spring semesters.

Applicants who qualify for reimbursement shall receive an equal payment of money not to exceed the Rutgers University tuition rate. Any unused funds in a semester shall be rolled into the next semester or year. Teachers receiving tuition reimbursement shall refund to the Board 50% of the amount of tuition reimbursement paid to the teacher if the teacher does not remain in the employment of the Board for at least three (3) years from the last semester for which tuition reimbursement was received. Any teacher leaving before three (3) years shall repay 50% of their payment within that three (3) year period. Exceptions from having to pay any refund shall be made for the following reasons:

1. A teacher is involuntarily severed from employment by the Board;
2. Medically unable to continue working;
3. Resigns following a Board approved leave of absence;
4. Upon death the teacher's estate shall not be encumbered;
5. Any other circumstances beyond the control of the teacher.

F. A committee comprised of members appointed by the Association President and the Superintendent shall meet to make recommendations to the Board of Education for the purpose of establishing a system whereby ESP-Educational Support Professionals/non-certificated employees would be compensated for successfully completing Career Development Programs, Seminars, Workshops and College Credits through the NJEA ESP Career Academy.

#### PART II: SPECIFIC CONSIDERATIONS

A. 1. Each currently employed commercial, art, physical education and music teacher whose salary, training and experience status is comparable to that of currently employed industrial arts and home economics teachers shall be classified in the same salary categories as currently employed industrial arts and home economics teachers.

2. The pay rate for daily substitute teachers shall be one hundred dollars (\$100.00) per day and minimum salary after twenty (20) consecutive days in the same position. The one hundred dollar (\$100.00) per diem rate shall be utilized for Article XXVII payment calculation.

B. Educational qualifications and professional experience shall be evaluated by the Superintendent of Schools in determining initial salaries for school psychologists, psychiatric social workers, learning disabilities specialists, guidance counselors and occupational instructors.

C. The hourly rate, including hourly summer session assignments, for teachers, guidance counselors, head teachers, child study team members and program assistants shall be as follows:

2009-2010	\$39.31
2010-2011	\$40.87
2011-2012	\$42.48

The rates shall be paid in accordance with the pro-rata language in Part II-D.

D. Hourly rates shall be paid to employees in the following pro-rata manner:

1. Assignments up to and including thirty (30) minutes shall be compensated at fifty percent (50.0%) of the negotiated rate.
2. Assignments over thirty (30) minutes and up to and including sixty (60) minutes shall be compensated at one hundred percent (100.0%) of the negotiated rate.
3. This ratio shall continue for work assignments lasting more than sixty (60) minutes.
4. Part II. D applies only to those sections of the agreement which reference it.



E. Lab Assistants & Audio/Visual Technicians

AV Technician with college degree shall be paid a pensionable stipend as follows:

Effective July 1, 2009.....	\$562.00
Effective July 1, 2010.....	\$584.00
Effective July 1, 2011.....	\$607.00

F. Attendance Policy

1. Board of Education attendance policy 4151.21 revised September 4, 2007 shall be applied to all bargaining unit employees. The policy defines a) attendance review procedures; b) movement on the salary guide for the subsequent year; c) assessment for tardiness.

2. Section III-G of policy 4151.21 shall be modified to include the following language: "All paid time shall count towards movement on the salary guide. With the exception of family and medical leaves taken by the employee pursuant to the New Jersey Family Leave Act and the Federal Family and Medical Leave Act, unpaid leaves of absences shall not count for movement on the salary guide."

Elizabeth Public Schools	File Code: 4151.21
Elizabeth, New Jersey 07207	<input type="checkbox"/> Monitored
Regulation	<input checked="" type="checkbox"/> Mandated
	<input checked="" type="checkbox"/> Other Reasons

Elizabeth Public Schools District  
Attendance Policy  
Staff Attendance Improvement Plan

Daily attendance is essential in contributing to the success of our District's Mission Statement. The assurance that all students are provided with meaningful, well-organized, and excellent educational experiences and services, require not only the presence of the regularly assigned teachers, but also the daily presence of all certified and non-certified staff. The absence of any Elizabeth Public School employee adversely affects the sequence of instruction, as well as disrupts the daily work schedules of all District operations.

Therefore, the Elizabeth Board of Education hereby adopts this regulation to improve employee attendance in the District.

The following Staff Attendance Improvement Plan shall be implemented by all administrators and shall be reviewed with both the certified and non-certified staff

The Principal or Administrator shall require all absentees to sign a Statement Covering Employee's Absence (Exhibit 4151-A) giving the causes and dates of absences.

I. The Principal or Administrator shall require employees, who return from being out ill for three (3) or more consecutive days, to submit a fully completed District Medical Certificate (Exhibit 4151-B) as to the nature of the illness and verifying that they are physically able to return to work, with no restrictions in the performance of their duties.

II. The Principal or Administrator shall require employees to submit a completed District Medical Certificate after six (6) days of consecutive absences for sickness and shall continue to require the District Medical Certificate to cover the term of the employees' prospective or continued illness.

III. Definitions (Intermittent and Long Term Absences refer to sick days only):

Intermittent Absence: Absent for one (1) to five (5) days—whether consecutive or non-consecutive days

Long-Term Absence: Absent for six (6) consecutive days or more

School Year: July 1 to June 30

A. After the sixth (6th) day of intermittent absence, or one (1) long term absence, the Principal or Administrator will initiate a conference to demonstrate an interest in the welfare of the staff member, remind them that his/her attendance will be closely monitored, and document that said conference was held.

B. After the eighth (8th) day of intermittent absence, the Principal or Administrator will initiate a conference with the staff member, demonstrate an interest in the welfare of the staff member, and inform him/her, that on the next day (9th) of intermittent absence, the school administrator will submit a letter to the Superintendent of Schools. See Step III-C

C. On the ninth (9th) day of intermittent absence, the Principal or Administrator will forward the letter, (Exhibit 4151-C) mentioned in Step III-B, to the Superintendent of Schools recommending the implementation of the following procedures:

1. Review of absentee's current absence record

2. Review of absentee's past absence record

3. Review of the underlying reasons for each intermittent/long-term absence, considering its impact on the continuity of education or services, and the validity of the reasons for the absence

4. Recommendation, with support data, whether future action is necessary in light of 1, 2, and/or 3

Please note: Any staff member may be subject to attendance review by Central Office personnel at any time during the school year.

D. After a thorough review of the documentation and recommendation (if submitted by the administrator), as indicated in Step III C-4, a letter may be sent to the employee by the Superintendent or designee indicating that, based on the review and/or the administrator's recommendation, a conference is required at this time. If a conference is not required at this time, the employee will be notified that any additional absence(s) may result in a conference with the Superintendent or designee at a future date.

E. Employees called for a conference at this level may be subject to disciplinary action. Any future disciplinary actions, regarding attendance, will also be preceded by a conference.

F. On June 1st of each year, the Principal or Administrator will conduct a review of the attendance of his/her staff, and submit a letter to the Superintendent recommending a final review for any employee who has continued to accrue excessive absences, even if this employee was already subject to a review during the same school year. This may result in a letter of reprimand being placed in an employee's personnel file or other disciplinary action.

G. After being absent more than the allotted amount of time designated below, employees will undergo a review of their absences to determine if their next year's salary will remain on the same step on the salary scale for the following school year.

Designated allotted time:

• Ten-month employees who have been absent for the equivalent of five (5) months or more

• Eleven-month employees, who have been absent for the equivalent of five and one-half (5 1/2) months or more

• Twelve-month employees who have been absent for the equivalent of six (6) months or more

IV. Each school/department within the Elizabeth Public Schools will establish a committee which will recommend procedures for the improvement of staff attendance.

V. All Principals or Administrators will recognize staff members who have achieved perfect attendance by issuing a letter of commendation and placing a copy of said letter in the individual's personnel file.

VI. The Superintendent of Schools will annually submit to the Board of Education the names of the Elizabeth Public Schools' staff members who have achieved perfect attendance the preceding school year.

VII. The Board of Education will officially acknowledge those members of the Elizabeth Public Schools who have achieved excellence in attendance.

VIII. The Board of Education will implement an Attendance Incentive Program, effective July 1, 2006, in accordance with the agreement between the Elizabeth Board of Education and the Elizabeth Education Association

Absences for the following reasons will not be counted as part of attendance for this incentive program: Military Service; Jury Duty; On the Job Injury; Bereavement Leave; Vacation; Administrator-approved Professional Days.

#### Assessment for Tardiness

A. The accumulation of five (5) tardy marks to an assigned duty within a given school year will result in a deduction from pay of twenty-five percent (25%) of the daily salary computed at: 1/200 for ten (10) month employees; 1/220 for eleven (11) month employees; 1/240 for twelve (12) month employees of the employee's annual salary.

B. After the first accumulation of five (5) tardy marks in a given school year, each tardy will result in a deduction from pay of twenty-five percent (25%) of the daily salary computed at: 1/200 for ten (10) month employees; 1/220 for eleven (11) month employees; 1/240 for twelve (12) month employees of the employee's annual salary.

C. Inexcusable failure to report to work will result in the forfeiture of 1/200 for ten (10) month employees; 1/220 for eleven (11) month employees; 1/240 for twelve (12) month employees of the employee's annual salary.

D. Inexcusable absence during a portion of the working day shall result in an assessment equal to the ratio of the time missed to the total time offered, times 1/200 for ten (10) month employees; 1/220 for eleven (11) month employees; 1/240 for twelve (12) month employees of the employee's annual salary.

When failure to perform an assigned or contracted duty is excusable or not shall be determined by the building or department administrator, or the Superintendent of Schools, in accordance with applicable Board rules. Tardiness records shall not be cumulative from one school year to the next. Records of tardiness and assessments for this, or other causes for failure to perform assigned or contracted services, will be retained in the employee's personnel file.

The Board therefore directs the Superintendent of Schools to report all cases which violate Board of Education policy and have resulted in recommendations for assessment as prescribed herein.

Date: September 12, 1991  
Revised: November 16, 2006  
Revised: September 4, 2007

### Salary Schedules Finding Your Salary

Q. How do I find my salary?

A. First make sure you are using the correct salary guide schedule. Salary guides are organized into schedules corresponding to your employment position or job classification with the Board of Education. More details can be found in Article XII, Salaries. Choose your salary guide from the list of salary schedules.

Schedule A: Regular teachers are those hired prior to July 1, 1997 and who have not chosen to be placed on the Schedule B salary guide. Teachers on Schedule A are subject to the inservice training requirements of Article XXIX-E of this agreement.

Schedule B: Professional Development teachers are those hired as of July 1, 1997 and those teachers formerly on Schedule A who have chosen to be placed on Schedule B. Teachers on this Schedule are subject to the Professional Development requirements of Article XXIX-E.

- Schedule C: Secretaries and Clerical
- Schedule D: Lab Assistants and A.V. Technicians
- Schedule E: Security Personnel
- Schedule F: Classroom Assistants
- Schedule G: Parent Liaisons and Non-Certified Attendance Officers
- Schedule H: Computer Data Entry
- Schedule I: Miscellaneous
- Schedule J: Special Activities
- Schedule K: Athletic Coaches

Remember to refer to Article XII, Salaries if you need more information.

Q. What is the next step?

A. Now you need to know some more information. Your job title or position, length of workday and/or year and educational credits or degrees will help you locate the correct salary guide.

For example, a Guidance Counselor with a Master's Degree on the Professional Development Teacher Schedule working an eleven month year would consult Schedule B, 2, Guidance Counselors, Extended Year, MA level.

A twelve month Administrative I secretary working at an extended day/year school would consult Schedule C, Extended Day/Year, AS-I.

A classroom assistant who is CDA certified and working in the Pre-K program at a neighborhood school would use Schedule F, CDA Neighborhood Schools.

Q. Now I can find my salary?

A. One more item.

Now you need to know what step you are on. Using the flow chart for your salary schedule you can trace your progress on the salary guides from 2004 to 2006. The flow charts are located before the salary guides within each schedule.

Q. Now I'm finished?

A. Yes, but don't forget about longevity. You will earn longevity pay after 15, 20, 25 and 30 years of service within the Elizabeth school district. Longevity is added to your salary guide amount and is also pensionable. Longevity information is found in Appendix A, Part I General Considerations, Section M.

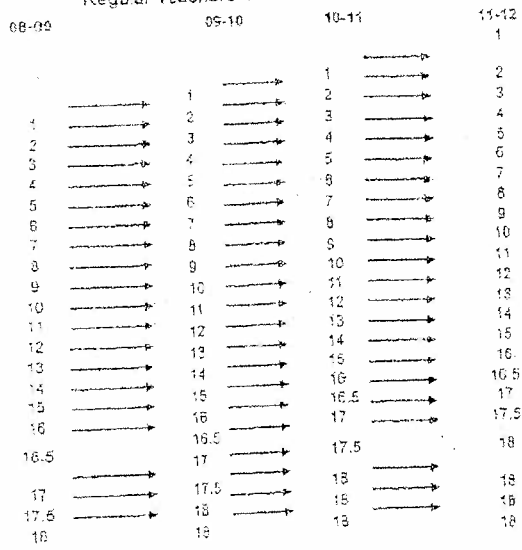
Q. Now am I finished?

A. Yes.

If you need assistance, contact your EEA Building Representative who is your link to the EEA.

Still need help, call the EEA office at 908-355-1120.

Schedule A  
Regular Teachers' Flow Chart



Schedule A 1. Regular Teachers  
10 Month Salary Guides  
Teachers 2009-2010

STEP	BA	MA	6TH YR
1.0	35366	35958	37415
2.0	35616	36208	37665
3.0	35842	36527	38016
4.0	36069	36846	38358
5.0	36316	37187	38747
6.0	36575	37538	39154
7.0	36851	37912	39603
8.0	37505	38591	40820
9.0	38142	40705	42760
10.0	40005	42603	44429
11.0	41205	44105	46305
12.0	41905	45405	47905
13.0	43419	46705	49905
14.0	45490	49007	51905
15.0	47705	51405	55155
16.0	50905	54805	58405
16.5	52705	56755	60405
17.0	54505	58705	62405
17.5	58890	63128	66920
18.0	66774	71050	74935

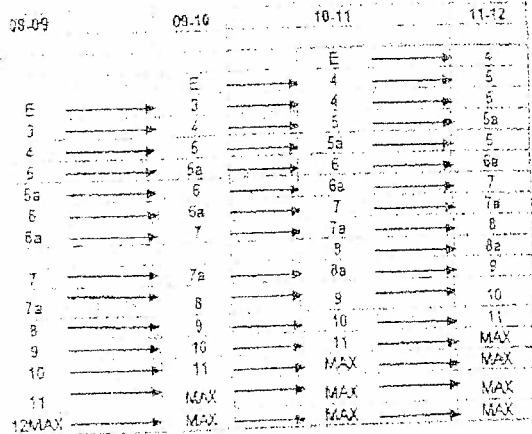
Schedule A 1. Regular Teachers  
10 Month Salary Guides  
Teachers 2010-2011

STEP	BA	MA	6TH YR
1.0	36,763	37,378	39,893
2.0	37,023	37,638	39,153
3.0	37,258	37,970	39,518
4.0	37,494	38,301	39,884
5.0	37,750	38,656	40,278
6.0	38,020	39,021	40,701
7.0	38,307	39,410	41,167
8.0	38,986	40,115	42,432
9.0	39,649	42,313	44,449
10.0	41,585	44,286	46,184
11.0	42,833	45,847	48,134
12.0	43,560	47,198	49,797
13.0	45,134	48,550	51,876
14.0	47,287	50,943	53,955
15.0	49,589	53,435	57,334
16.0	52,915	56,970	60,712
16.5	54,787	58,997	62,791
17.0	56,658	61,024	64,870
17.5	51,716	65,622	69,563
18.0	69,412	73,856	77,895

Schedule A 1. Regular Teachers  
10 Month Salary Guides  
Teachers 2011-2012

STEP	BA	MA	6TH YR
1.0	38,215	38,855	40,429
2.0	38,485	39,125	40,699
3.0	38,729	39,470	41,079
4.0	38,975	39,814	41,459
5.0	39,242	40,183	41,868
6.0	39,521	40,562	42,308
7.0	39,820	40,966	42,793
8.0	40,526	41,700	44,108
9.0	41,215	43,984	46,205
10.0	43,228	46,035	48,008
11.0	44,524	47,658	50,035
12.0	45,281	49,063	51,764
13.0	46,917	50,468	53,925
14.0	49,155	52,955	56,086
15.0	51,548	55,546	59,598
16.0	55,006	59,220	63,110
16.5	56,951	61,327	65,271
17.0	58,896	63,434	67,432
17.5	63,634	68,214	72,311
18.0	72,153	76,774	80,972

Schedule B  
Professional Development Teachers' Flow Chart



Schedule B 1. Professional Development Teachers

B 1. Teachers 10 Months 2009-2010

Step	BA	MA	6 <sup>th</sup> Yr.
E	52,210	55,910	59,660
3	52,499	56,199	59,949
4	52,799	56,499	60,249
5	53,099	56,799	60,549
5a	55,444	59,244	62,919
6	57,789	61,689	65,289
6a	59,655	63,239	66,889
7	62,420	65,689	69,389
7A	65,007	68,612	72,373
8	67,594	71,534	75,358
9	70,181	74,457	78,342
10	72,881	77,157	81,042
11	75,512	79,788	83,673
12Max	78,118	82,394	86,279

B 1. Teachers 10 Months 2010-2011

Step	BA	MA	5th Yr.
E	53,578	57,278	61,028
4	53,878	57,578	61,328
5	54,178	57,878	61,628
5a	56,523	60,323	63,998
6	58,868	62,768	66,368
6a	60,734	64,318	67,968
7	63,499	66,768	70,468
7A	65,499	68,768	72,468
8	67,885	71,322	75,053
8A	70,272	73,877	77,638
9	72,658	76,431	80,224
10	75,045	78,985	82,809
11	77,431	81,540	85,394
12Max	79,818	84,094	87,979

B 1. Teachers 10 Months 2010-2012

Step	BA	MA	6th Yr.
4	56,892	60,692	64,367
5	57,392	61,192	64,867
5a	57,892	61,692	65,367
6	60,237	64,137	67,737
6a	62,103	65,687	69,337
7	64,868	68,137	71,837
7A	66,868	70,137	73,837
8	69,254	72,691	76,422
8A	71,641	75,246	79,007
9	74,027	77,800	81,593
10	76,414	80,354	84,178
11	78,800	82,909	86,763
12Max	81,218	85,494	89,379

B 1. Teachers Extended Day 2009-2010

Step	BA	MA	6TH YR
E	56,600	60,612	64,577
3	56,914	60,925	64,990
4	57,239	61,250	65,315
5	57,564	61,575	65,641
5a	60,106	64,226	68,210
6	62,649	66,876	70,779
6a	64,671	68,557	72,514
7	67,668	71,213	75,224
7A	70,473	74,381	78,459
8	73,278	77,550	81,695
9	76,083	80,718	84,930
10	79,010	83,645	87,857
11	81,862	86,497	90,709
12Max	84,687	89,323	93,534

B 1. Teachers Extended Day 2010-2011

Step	BA	MA	6TH YR
E	58,083	62,095	66,160
4	58,409	62,420	66,485
5	58,734	62,745	66,810
5a	61,276	65,396	69,380
6	63,818	68,046	71,949
6a	65,841	69,727	73,583
7	68,838	72,383	76,394
7A	71,006	74,551	78,562
8	73,594	77,320	81,364
8A	75,181	80,089	84,167
9	78,768	82,858	86,970
10	81,355	85,627	89,772
11	83,943	88,396	92,575
12Max	86,530	91,166	95,377

B 1. Teachers Extended Day 2011-2012

Step	BA	MA	6TH YR
4	61,676	65,796	69,780
5	62,218	66,338	70,322
5a	62,760	66,880	70,864
6	65,302	69,530	73,433
6a	67,325	71,211	75,168
7	70,322	73,867	77,878
7A	72,490	76,035	80,046
8	75,078	78,804	82,849
8A	77,665	81,573	85,651
9	80,252	84,342	88,454
10	82,840	87,111	91,256
11	85,427	89,881	94,059
12Max	88,048	92,683	96,895



B 1. Teachers Extended Year 2010-2011

Step	BA	MA	6th Yr.
E	57,431	61,501	65,626
3	57,749	61,819	65,944
4	58,079	62,149	66,274
5	58,409	62,479	66,604
5a	60,988	65,168	69,211
6	63,568	67,858	71,818
6a	65,621	69,563	73,578
7	68,661	72,258	76,328
7A	71,507	75,473	79,611
8	74,353	78,688	82,893
9	77,199	81,903	86,176
10	80,169	84,873	89,146
11	83,063	87,767	92,040
12Max	85,930	90,633	94,907

B 1. Teachers Extended Year 2010-2011

Step	BA	MA	6th Yr.
E	58,936	63,006	67,131
4	59,266	63,336	67,461
5	59,596	63,666	67,791
5a	62,175	66,355	70,398
6	64,755	69,045	73,005
6a	66,807	70,750	74,765
7	69,848	73,445	77,515
7A	72,048	75,545	79,715
8	74,574	78,455	82,558
8A	77,299	81,264	85,402
9	79,924	84,074	88,246
10	82,549	86,884	91,090
11	85,175	89,694	93,933
12Max	87,800	92,503	96,777

B 1. Teachers Extended Year 2011-2012

Step	BA	MA	6th Yr.
4	62,531	66,761	70,804
5	63,131	67,311	71,354
5a	63,681	67,861	71,904
6	66,261	70,551	74,511
6a	68,313	72,256	76,271
7	71,354	74,951	79,021
7A	73,554	77,151	81,221
8	76,179	79,960	84,064
8A	78,805	82,770	86,908
9	81,430	85,580	89,752
10	84,055	88,390	92,595
11	86,680	91,200	95,439
12Max	89,340	94,043	98,317

B 1. Teachers Extended Day/Year 2009-2010

Step	BA	MA	6TH YR
E	61,821	66,203	70,643
3	62,164	66,545	70,985
4	62,519	66,900	71,340
5	62,874	67,255	71,696
5a	65,651	70,150	74,502
6	68,427	73,045	77,308
6a	70,637	74,881	79,203
7	73,910	77,782	82,163
7A	76,974	81,242	85,697
8	80,037	84,703	89,230
9	83,101	88,164	92,764
10	86,298	91,361	95,961
11	89,413	94,476	99,076
12Max	92,499	97,562	102,162

B 1. Teachers Extended Day/Year 2010-2011

Step	BA	MA	6TH YR
E	63,441	67,822	72,263
4	63,796	68,178	72,618
5	64,152	68,533	72,973
5a	56,928	71,428	75,779
6	69,705	74,323	78,586
6a	71,915	76,158	80,480
7	75,188	79,059	83,441
7A	77,556	81,428	85,809
8	80,382	84,452	88,870
8A	83,208	87,477	91,931
9	86,034	90,501	94,992
10	88,860	93,526	98,053
11	91,686	96,550	101,114
12Max	94,512	99,575	104,175

B 1. Teachers Extended Day/Year 2011-2012

Step	BA	MA	6TH YR
4	67,365	71,865	76,216
5	67,957	72,457	76,808
5a	68,549	73,049	77,400
6	71,326	75,844	80,207
6a	73,536	77,779	82,101
7	75,809	80,680	85,062
7A	79,177	83,049	87,430
8	82,003	86,073	90,491
8A	84,829	89,098	93,552
9	87,655	92,122	96,613
10	90,481	95,147	99,674
11	93,307	98,171	102,735
12Max	96,169	101,233	105,833

Sc. Title B 4. Professional Development Guidance Counselors

B 2. Guidance Counselors 10 Months 2009-2010

Step	BA	MA	6th Yr.
E	54,821	58,706	62,643
3	55,124	59,009	62,946
4	55,439	59,324	63,261
5	55,754	59,639	63,576
5a	58,216	62,206	66,065
6	60,678	64,773	68,553
6a	62,638	66,401	70,233
7	65,540	68,973	72,858
7A	68,257	72,042	75,992
8	70,974	75,111	79,126
9	73,690	78,180	82,259
10	76,525	81,015	85,094
11	79,288	83,777	87,857
12Max	82,024	86,514	90,593

B 2. Guidance Counselors 10 Months 2010-2011

Step	BA	MA	6th Yr.
E	56,257	60,142	64,079
4	56,572	60,457	64,394
5	56,887	60,772	64,709
5a	59,349	63,339	67,198
6	61,811	65,906	69,686
6a	63,771	67,534	71,366
7	66,673	70,106	73,991
7A	68,773	72,206	76,091
8	71,279	74,888	78,806
8A	73,785	77,571	81,520
9	76,291	80,253	84,235
10	78,797	82,935	86,949
11	81,303	85,617	89,664
12Max	83,809	88,299	92,378

B 2. Guidance Counselors 10 months  
2011-2012

Step	BA	MA	6th Yr.
4	59,737	63,727	67,585
5	60,262	64,252	68,110
5a	60,787	64,777	68,635
6	63,249	67,344	71,124
6a	65,208	68,971	72,804
7	68,111	71,544	75,429
7A	70,211	73,644	77,529
8	72,717	76,326	80,243
8A	75,223	79,008	82,958
9	77,729	81,690	85,672
10	80,235	84,372	88,387
11	82,740	87,054	91,101
12Max	85,279	89,769	93,848

B 2. Guidance Counselors Extended Day  
2009-2010

Step	BA	MA	6th Yr.
E	59,430	63,642	67,911
3	59,759	63,971	68,240
4	60,101	64,313	68,581
5	60,442	64,654	68,923
5a	63,112	67,437	71,620
6	65,781	70,220	74,318
6a	67,905	71,985	76,139
7	71,052	74,773	78,985
7a	73,997	78,100	82,382
8	76,942	81,427	85,779
9	79,887	84,754	89,176
10	82,960	87,827	92,250
11	85,955	90,822	95,245
12 Max	88,921	93,789	98,211

B 2. Guidance Counselors Extended Day  
2010-2011

Step	BA	MA	6 <sup>th</sup> yr.
E	60,588	65,199	69,468
4	61,329	65,541	69,809
5	61,671	65,882	70,151
5a	64,340	68,665	72,849
6	67,009	71,449	75,546
6a	69,133	73,213	77,368
7	72,280	76,002	80,213
7A	74,557	78,278	82,490
8	77,273	81,186	85,433
8A	79,990	84,093	88,375
9	82,707	87,001	91,318
10	85,423	89,909	94,261
11	88,140	92,816	97,203
12Max	90,856	95,724	100,146

B 2. Guidance Counselors Extended Day  
2011-2012

Step	BA	MA	6 <sup>th</sup> yr.
4	64,760	69,085	73,269
5	65,329	69,655	73,838
5a	65,898	70,224	74,407
6	68,568	73,007	77,105
6a	70,692	74,771	78,926
7	73,838	77,550	81,772
7A	76,115	79,837	84,048
8	78,832	82,744	85,991
8A	81,548	85,652	89,934
9	84,255	88,559	92,876
10	86,982	91,467	95,819
11	89,698	94,375	98,762
12Max	92,450	97,317	101,740

B 2. Guidance Counselors Extended Year  
2009-2010

Step	BA	MA	6 <sup>th</sup> yr.
E	60,303	64,576	68,907
3	60,636	64,910	69,241
4	60,983	65,256	69,588
5	61,329	65,603	69,934
5a	64,038	68,427	72,671
6	65,745	71,251	75,409
6a	68,902	73,041	77,257
7	72,095	75,871	80,144
7A	75,083	79,246	83,591
8	78,071	82,622	87,038
9	81,059	85,998	90,485
10	84,178	89,116	93,604
11	87,216	92,155	96,642
12Max	90,226	95,165	99,652

B 2. Guidance Counselors Extended Year  
2010-2011

Step	BA	MA	6 <sup>th</sup> yr.
E	61,883	66,156	70,487
4	62,229	66,503	70,834
5	62,576	66,849	71,180
5a	65,264	69,673	73,913
6	67,993	72,497	76,655
6a	70,148	74,287	78,503
7	73,341	77,117	81,591
7A	75,651	79,427	83,701
8	78,407	82,377	86,686
8A	81,164	85,328	89,672
9	83,920	88,278	92,658
10	86,677	91,228	95,644
11	89,433	94,178	98,630
12Max	92,190	97,129	101,616

B 2. Guidance Counselors Extended Year  
2011-2012

Step	BA	MA	6 <sup>th</sup> yr.
4	65,710	70,099	74,344
5	66,288	70,677	74,921
5a	66,865	71,254	75,499
6	69,574	74,078	78,236
6a	71,729	75,868	80,084
7	74,922	78,698	82,972
7A	77,232	81,008	85,282
8	79,988	83,958	88,268
8A	82,745	86,909	91,253
9	85,501	89,859	94,239
10	88,258	92,809	97,225
11	91,014	95,750	100,211
12Max	93,807	98,746	103,233

B 2. Guidance Counselors Extended  
Day/Year 2009-2010

Step	BA	MA	6 <sup>th</sup> yr.
E	64,912	69,513	74,175
3	65,272	69,872	74,534
4	65,645	70,245	74,907
5	66,018	70,618	75,280
5a	68,933	73,658	78,227
6	71,849	76,698	81,174
6a	74,169	78,625	83,163
7	77,605	81,671	86,271
7A	80,822	85,305	89,981
8	84,039	88,938	93,692
9	87,256	92,572	97,402
10	90,613	95,929	100,759
11	93,884	99,200	104,030
12Max	97,124	102,440	107,270

B 2. Guidance Counselors Extended  
Day/Year 2010-2011

Step	BA	MA	6 <sup>th</sup> yr.
E	65,613	71,213	75,875
4	65,986	71,586	76,249
5	67,359	71,959	76,622
5a	70,275	74,999	79,568
6	73,190	78,039	82,515
6a	75,510	79,969	84,504
7	78,947	83,012	87,613
7A	81,434	85,499	90,099
8	84,401	88,675	93,313
8A	87,368	91,851	96,527
9	90,336	95,026	99,742
10	93,303	98,202	102,956
11	96,270	101,378	106,170
12Max	99,237	104,554	109,384

B 2. Guidance Counselors Extended  
Day/Year 2011-2012

Step	BA	MA	6 <sup>th</sup> yr.
4	70,734	75,458	80,027
5	71,355	76,080	80,649
5a	71,977	76,701	81,270
6	74,892	79,741	84,217
6a	77,212	81,668	86,206
7	80,649	84,714	89,315
7A	83,136	87,201	91,801
8	86,103	90,377	95,015
8A	89,071	93,553	98,229
9	92,038	96,728	101,444
10	95,005	99,904	104,658
11	97,972	103,080	107,872
12Max	100,978	106,294	111,125

Sci Title B 3. Professional  
Development Psychologists

B 3. Psychologists 10 Months 2009-2010

Step	BA	MA	6 <sup>th</sup> Yr.
E	57,431	61,501	65,626
3	57,749	61,819	65,944
4	58,079	62,149	66,274
5	58,409	62,479	66,604
5a	60,988	65,168	69,211
6	63,568	67,858	71,818
6a	65,621	69,563	73,578
7	68,651	72,258	76,328
7A	71,507	75,473	79,611
8	74,353	78,688	82,893
9	77,199	81,903	86,176
10	80,169	84,873	89,146
11	83,063	87,767	92,040
12Max	85,930	90,633	94,907

B 3. Psychologists 10 Months 2010-2011

Step	BA	MA	6 <sup>th</sup> yr.
E	58,936	63,006	67,131
4	59,266	63,336	67,461
5	59,596	63,666	67,791
5a	62,175	66,355	70,398
6	64,755	69,045	73,005
6a	66,807	70,750	74,765
7	69,848	73,445	77,515
7A	72,048	75,645	79,715
8	74,674	78,455	82,558
8A	77,299	81,264	85,402
9	79,924	84,074	88,246
10	82,549	86,884	91,090
11	85,175	89,694	93,933
12Max	87,800	92,503	96,777

B 3. Psychologists 10 Months 2010-2012

Step	BA	MA	6 <sup>th</sup> yr.
4	62,581	65,761	70,804
5	63,131	67,311	71,354
5a	63,681	67,861	71,904
6	66,261	70,551	74,511
6a	68,313	72,256	76,271
7	71,354	74,951	79,021
7A	73,554	77,151	81,221
8	76,179	79,960	84,064
8A	78,805	82,770	86,908
9	81,430	85,580	89,752
10	84,055	88,390	92,595
11	86,680	91,200	95,439
12Max	89,340	94,043	98,317

B 3. Psychologists Extended Day 2009-2010

Step	BA	MA	6th Yr.
E	62,260	66,673	71,145
3	62,605	67,017	71,489
4	62,963	67,375	71,847
5	63,321	67,733	72,205
5a	66,117	70,648	75,031
6	68,913	73,564	77,857
6a	71,139	75,413	79,765
7	74,435	78,334	82,746
7A	77,520	81,819	86,305
8	80,606	85,305	89,864
9	83,691	88,790	93,423
10	86,911	92,010	96,643
11	90,048	95,147	99,780
12Max	93,156	98,255	102,888

B 3. Psychologists Extended Day 2010-2011

Step	BA	MA	6 <sup>th</sup> yr.
E	63,892	68,304	72,776
4	64,250	68,662	73,134
5	64,607	69,020	73,491
5a	67,404	71,935	76,318
6	70,200	74,851	79,144
6a	72,425	76,699	81,052
7	75,722	79,621	84,033
7a	78,107	82,006	86,418
8	80,953	85,052	89,501
8a	83,799	88,098	92,584
9	86,645	91,144	95,667
10	89,491	94,190	98,749
11	92,337	97,236	101,832
12Max	95,183	100,282	104,915

B 3. Psychologists Extended Day 2011-2012

Step	BA	MA	6 <sup>th</sup> yr.
4	57,844	72,375	76,758
5	58,440	72,971	77,354
5a	69,036	73,568	77,950
6	71,833	76,483	80,776
6a	74,058	78,332	82,684
7	77,354	81,253	85,666
7a	79,739	83,638	88,051
8	82,585	86,684	91,133
8a	85,431	89,730	94,216
9	88,277	92,776	97,299
10	91,123	95,823	100,382
11	93,969	98,869	103,465
12Max	96,852	101,952	106,584

B 3. Psychologists Extended Year 2009-2010

Step	BA	MA	6th Yr.
E	63,174	67,651	72,189
3	63,524	68,001	72,538
4	63,887	68,364	72,901
5	64,250	68,727	73,264
5a	67,037	71,685	76,132
5	69,925	74,644	79,000
6a	72,183	76,519	80,936
7	75,528	79,484	83,961
7A	78,658	83,020	87,572
8	81,789	86,557	91,183
9	84,919	90,093	94,794
10	88,186	93,360	98,061
11	91,370	96,543	101,244
12Max	94,523	99,697	104,398

B 3. Psychologists Extended Year 2011-2012

Step	BA	MA	6th Yr.
4	68,839	73,437	77,884
5	69,444	74,042	78,489
5a	70,049	74,647	79,094
6	72,837	77,606	81,962
6a	75,145	79,481	83,898
7	78,490	82,446	86,923
7A	80,910	84,866	89,343
8	83,797	87,957	92,471
8A	86,685	91,047	95,599
9	89,573	94,138	98,727
10	92,461	97,229	101,855
11	95,349	100,319	104,983
12Max	98,274	103,448	108,149

B 3. Psychologists Extended Year 2010-2011

Step	BA	MA	6th Yr.
E	64,829	69,306	73,844
4	65,192	69,669	74,207
5	65,555	70,032	74,570
5a	68,393	72,991	77,438
6	71,230	75,949	80,305
6a	73,488	77,825	82,241
7	76,833	80,789	85,256
7A	79,253	83,209	87,686
8	82,141	86,300	90,814
8A	85,029	89,391	93,942
9	87,916	92,482	97,070
10	90,804	95,572	100,198
11	93,692	98,663	103,327
12Max	96,580	101,754	106,455

B 3. Psychologists Extended Day/Year 2009-2010

Step	BA	MA	6th Yr.
E	68,004	72,823	77,707
3	68,380	73,199	78,084
4	68,771	73,590	78,474
5	69,161	73,981	78,865
5a	72,216	77,165	81,952
6	75,270	80,350	85,039
6a	77,701	82,369	87,123
7	81,301	85,560	90,379
7A	84,671	89,367	94,266
8	88,041	93,173	98,153
9	91,411	96,980	102,040
10	94,928	100,497	105,557
11	98,354	103,924	108,984
12Max	101,749	107,318	112,378

**B 3. Psychologists Extended L //Year  
2010-2011**

Step	BA	MA	6th Yr.
E	69,785	74,605	79,489
4	70,176	74,995	79,880
5	70,567	75,386	80,270
5a	73,621	78,571	83,357
6	76,676	81,755	86,444
6a	79,106	83,774	88,528
7	82,707	86,965	91,785
7A	85,312	89,570	94,390
8	88,420	92,897	97,757
8A	91,529	96,224	101,124
9	94,637	99,551	104,491
10	97,746	102,878	107,858
11	100,854	106,205	111,225
12Max	103,963	109,532	114,593

**B 3. Psychologists Extended Day/Year  
2011-2012**

Step	BA	MA	6th Yr.
4	74,102	79,051	83,838
5	74,753	79,703	84,489
5a	75,404	80,354	85,141
6	78,459	83,538	88,227
6a	80,889	85,557	90,311
7	84,490	88,748	93,566
7A	87,095	91,353	96,173
8	90,203	94,680	99,540
8A	93,312	98,007	102,907
9	96,420	101,334	106,274
10	99,529	104,662	109,641
11	102,638	107,989	113,009
12Max	105,786	111,356	116,416

**Schedule B 4. Teacher Assistants  
(TA's)**

**B 4a. Teacher Assistants(TA's) 10 Months  
2009-2010**

Step	BA	MA	6 <sup>th</sup> yr.
E	56,539	60,239	63,989
3	56,828	60,528	64,278
4	57,128	60,828	64,578
5	57,428	61,128	64,878
5a	59,773	63,573	67,248
6	62,118	66,018	69,618
6a	63,984	67,568	71,218
7	66,749	70,018	73,718
7A	69,336	72,941	76,702
8	71,923	75,863	79,687
9	74,510	78,786	82,671
10	77,210	81,486	85,371
11	79,841	84,117	88,002
12Max	82,447	86,723	90,608

**B 4a. Teacher Assistants(TA's) 10 Months  
2010-2011**

Step	BA	MA	6th Yr.
E	58,078	61,778	65,528
4	58,378	62,078	65,828
5	58,678	62,378	66,128
5a	61,023	64,823	68,498
6	63,368	67,268	70,868
6a	65,234	68,818	72,468
7	67,999	71,268	74,968
7A	69,999	73,268	76,968
8	72,385	75,822	79,553
8A	74,772	78,377	82,138
9	77,158	80,931	84,724
10	79,545	83,485	87,309
11	81,931	85,040	89,894
12Max	84,318	88,594	92,479



B 4a. Teacher Assistants(TA's) 10 Months  
2011-2012

Step	BA	MA	6 <sup>th</sup> Yr.
4	61,570	65,370	69,045
5	62,070	65,870	69,545
5a	62,570	66,370	70,045
6	64,915	68,815	72,415
6a	66,781	70,365	74,015
7	69,546	72,815	76,515
7A	71,546	74,815	78,515
8	73,932	77,369	81,100
8A	76,319	79,924	83,685
9	78,705	82,478	86,271
10	81,092	85,032	88,856
11	83,478	87,587	91,441
12Max	85,896	90,172	94,057

B 4a. Teacher Assistants(TA's) Extended Day  
2010-2011

Step	BA	MA	6th Yr.
E	62,583	66,595	70,660
4	62,909	66,920	70,985
5	63,234	67,245	71,310
5a	65,776	69,896	73,880
6	68,318	72,546	76,449
6e	70,341	74,227	78,183
7	73,338	76,883	80,894
7A	75,505	79,051	83,062
8	78,094	81,820	85,864
8A	80,681	84,589	88,667
9	83,268	87,358	91,470
10	85,855	90,127	94,272
11	88,443	92,896	97,075
12Max	91,030	95,666	99,877

B 4a. Teacher Assistants(TA's) Extended Day  
2009-2010

Step	BA	MA	6th Yr.
E	60,929	64,941	69,006
3	61,243	65,254	69,319
4	61,568	65,579	69,644
5	61,893	65,904	69,970
5a	64,435	68,555	72,539
6	66,978	71,205	75,108
6a	69,000	72,886	76,843
7	71,997	75,542	79,553
7A	74,802	78,710	82,788
8	77,607	81,879	86,024
9	80,412	85,047	89,259
10	83,339	87,974	92,186
11	86,191	90,826	95,038
12Max	89,016	93,652	97,863

B 4a. Teacher Assistants(TA's) Extended Day  
2011-2012

Step	BA	MA	6th Yr.
4	66,354	70,474	74,458
5	66,896	71,016	75,000
5a	67,438	71,558	75,542
6	69,980	74,208	78,111
6a	72,003	75,889	79,846
7	75,000	78,545	82,556
7A	77,168	80,713	84,724
8	79,756	83,482	87,527
8A	82,343	86,251	90,329
9	84,930	89,020	93,132
10	87,518	91,789	95,934
11	90,105	94,559	98,737
12Max	92,726	97,361	101,573

B 4a. Teacher Assistants(TA's) Extended Year  
2009-2010

Step	BA	MA	6th Yr.
E	61,760	65,830	69,955
3	62,078	66,148	70,273
4	62,408	66,478	70,603
5	62,738	66,808	70,933
5a	65,317	69,497	73,540
6	67,897	72,187	75,147
6a	69,950	73,892	77,907
7	72,990	76,587	80,657
7A	75,836	79,802	83,940
8	78,682	83,017	87,222
9	81,528	86,232	90,505
10	84,498	89,202	93,475
11	87,392	92,096	96,369
12Max	90,259	94,962	99,236

B 4a. Teacher Assistants(TA's) Extended Year  
2010-2011

Step	BA	MA	6th Yr.
E	63,436	67,506	71,631
4	63,766	67,835	71,961
5	64,096	68,166	72,291
5a	66,675	70,855	74,898
6	69,255	73,545	77,505
6a	71,307	75,250	79,265
7	74,348	77,945	82,015
7A	76,548	80,145	84,215
8	79,174	82,955	87,058
8A	81,799	85,764	89,902
9	84,424	88,574	92,746
10	87,049	91,384	95,590
11	89,675	94,194	98,433
12Max	92,300	97,003	101,277

B 4a. Teacher Assistants(TA's) Extended Year  
2011-2012

Step	BA	MA	6th Yr.
4	67,259	71,439	75,482
5	67,809	71,989	76,032
5a	68,359	72,539	76,582
6	70,939	75,229	79,189
6a	72,991	76,934	80,949
7	76,032	79,629	83,699
7A	78,232	81,829	85,899
8	80,857	84,638	88,742
8A	83,483	87,448	91,586
9	86,108	90,258	94,430
10	88,733	93,068	97,273
11	91,358	95,878	100,117
12Max	94,018	98,721	102,995

B 4a. Teacher Assistants(TA's) Extended  
Day/Year 2009-2010

Step	BA	MA	6th Yr.
E	66,150	70,532	74,972
3	66,493	70,874	75,314
4	66,843	71,229	75,669
5	67,203	71,584	76,025
5a	69,980	74,479	78,831
6	72,756	77,374	81,637
6a	74,966	79,210	83,532
7	78,239	82,111	86,492
7A	81,303	85,571	90,026
8	84,366	89,032	93,559
9	87,430	92,493	97,093
10	90,627	95,690	100,290
11	93,742	98,805	103,405
12Max	96,828	101,891	105,491

B 4a. Teacher Assistants(TA's) Extended  
Day/Year 2010-2011

Step	BA	MA	6th Yr.
E	67,941	72,322	76,763
4	68,296	72,678	77,118
5	68,652	73,033	77,473
5a	71,428	75,928	80,279
6	74,205	78,823	83,086
6a	76,415	80,658	84,980
7	79,688	83,559	87,941
7A	82,056	85,928	90,309
8	84,882	88,952	93,370
8A	87,708	91,977	96,431
9	90,534	95,001	99,492
10	93,360	98,026	102,553
11	96,186	101,050	105,614
12Max	99,012	104,075	108,675

B 4a. Teacher Assistants(TA's) Extended  
Day/Year 2011-2012

Step	BA	MA	6th Yr.
4	72,043	76,543	80,894
5	72,635	77,135	81,486
5a	73,227	77,727	82,078
6	76,004	80,622	84,885
6a	78,214	82,457	86,779
7	81,487	85,358	89,740
7A	83,855	87,727	92,108
8	86,681	90,751	95,169
8A	89,507	93,776	98,230
9	92,333	96,800	101,291
10	95,159	99,825	104,352
11	97,985	102,849	107,413
12Max	100,847	105,911	110,511

Schedule B 5. Industrial Arts

Industrial Arts 2009-2010

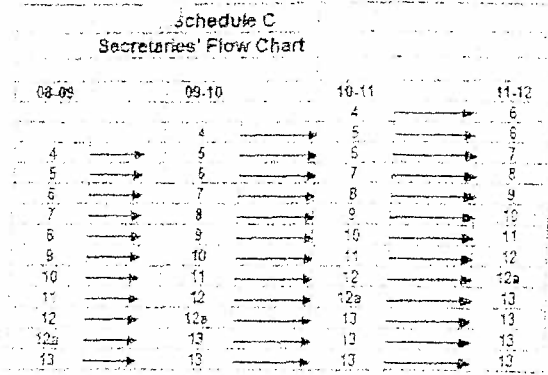
Step	2 Yrs.	3 Yrs.	IA&HE/VS 2 Yrs.	3 Yrs.
E	52,210	52,210	52,210	52,210
3	52,499	52,499	52,499	52,499
4	52,799	52,799	52,799	52,799
5	53,099	53,099	53,099	53,099
5a	55,444	55,444	55,444	55,444
6	57,789	57,789	57,789	57,789
6a	59,655	59,655	59,655	59,655
7	62,420	62,420	62,420	62,420
7A	65,007	65,007	65,007	65,007
8	67,594	67,594	67,594	67,594
9	70,181	70,181	70,181	70,181
10	72,072	72,577	72,779	73,184
11	74,659	75,198	75,413	75,843
12Max	74,823	75,374	75,594	76,035

Industrial Arts 2010-2011

Step	2 Yrs.	3 Yrs.	IA&HE/VS 2 Yrs.	3 Yrs.
E	53,578	53,578	53,578	53,578
4	53,878	53,878	53,878	53,878
5	54,178	54,178	54,178	54,178
5a	56,523	56,523	56,523	56,523
6	58,868	58,868	58,868	58,868
6a	60,734	60,734	60,734	60,734
7	63,499	63,499	63,499	63,499
7A	65,499	65,499	65,499	65,499
8	67,885	67,885	67,885	67,885
8A	70,272	70,272	70,272	70,272
9	72,658	72,658	72,658	72,658
10	74,549	75,054	75,256	75,661
11	77,136	77,675	77,890	78,320
12Max	77,300	77,851	78,071	78,512

Industrial Arts 2011-2012

Step	2 Yrs.	3 Yrs.	IA&HE/VS 2 Yrs.	3 Yrs.
4	56,892	56,892	56,892	56,892
5	57,392	57,392	57,392	57,392
5a	57,892	57,892	57,892	57,892
6	60,237	60,237	60,237	60,237
6a	62,103	62,103	62,103	62,103
7	64,868	64,868	64,868	64,868
7A	66,868	66,868	66,868	66,868
8	69,254	69,254	69,254	69,254
8A	71,641	71,641	71,641	71,641
9	74,027	74,027	74,027	74,027
10	75,414	76,414	77,030	79,789
11	78,800	78,800	79,689	82,629
12Max	79,870	79,870	79,870	82,880



Schedule C Secretaries

Secretaries 2009-2010

Step	S/10.5	S/12	WP/12	AS/10.5
4	27,318	27,674	28,149	27,574
5	27,618	27,974	28,449	27,874
6	27,918	28,274	28,749	28,174
7	28,439	29,059	29,550	28,839
8	30,235	30,826	31,492	30,635
9	32,169	33,563	33,403	32,569
10	33,209	36,148	36,422	33,842
11	34,494	38,388	39,411	35,935
12	37,732	41,774	42,923	39,255
12A	40,952	45,067	46,130	42,517
13	44,291	48,480	49,556	45,898

Secretaries 2009-2010

Step	ASI	ASII	ASIII	ASIV	EXSEC
4	28,492	29,108	32,924	34,622	36,327
5	28,792	29,408	33,224	34,922	36,627
6	29,190	29,884	33,758	36,181	37,691
7	30,792	31,530	35,296	37,951	39,519
8	32,777	33,546	37,199	39,976	41,993
9	35,240	36,432	40,194	43,517	46,843
10	37,977	39,276	43,367	46,987	50,605
11	40,329	41,708	46,055	49,900	53,749
12	43,765	45,179	49,640	53,585	57,532
12A	47,083	48,515	53,032	57,027	61,024
13	50,521	51,971	56,545	60,590	64,636

Secretaries 2010-2011

Step	S/10.5	S/12	WP/12	AS/10.5
4	28,363	28,719	29,194	28,619
5	28,663	29,019	29,494	28,919
6	28,963	29,319	29,794	29,219
7	29,484	30,104	30,605	29,884
8	31,280	31,871	32,537	31,680
9	33,214	34,608	34,448	33,614
10	34,254	37,193	37,467	34,887
11	35,529	39,433	40,456	36,980
12	38,777	42,819	43,868	40,301
12A	41,997	46,112	47,175	43,562
13	45,336	49,525	50,601	46,943

Secretaries 2010-2011

Step	ASI	ASII	ASIII	ASIV	EXSEC
4	29,537	30,153	33,969	35,667	37,372
5	29,837	30,453	34,269	35,967	37,672
6	30,235	30,929	34,803	37,226	38,736
7	31,837	32,575	36,341	38,996	40,564
8	33,822	34,591	38,244	41,021	43,038
9	36,285	37,477	41,239	44,562	47,888
10	39,022	40,321	44,412	48,032	51,650
11	41,374	42,753	47,100	50,945	54,794
12	44,810	46,224	50,685	54,630	58,577
12A	48,128	49,560	54,077	58,072	62,069
13	51,556	53,016	57,590	61,635	65,681

Secretaries 2011-2012

Step	S/10.5	S/12	WP/12	AS/10.5
6	30,198	30,554	31,029	30,454
7	30,719	31,339	31,840	31,119
8	32,515	33,106	33,772	32,915
9	34,449	35,843	35,683	34,849
10	35,489	38,428	38,702	36,122
11	36,774	40,668	41,691	38,215
12	40,012	44,054	45,103	41,536
12A	43,232	47,347	48,410	44,797
13	46,571	50,760	51,536	48,178

Secretaries 2011-2012

Step	ASI	ASII	ASIII	ASIV	EXSEC
6	31,470	32,164	36,038	38,461	39,971
7	33,072	33,810	37,576	40,231	41,799
8	35,057	35,825	39,479	42,256	44,273
9	37,520	38,712	42,474	45,797	49,123
10	40,257	41,556	45,647	49,267	52,885
11	42,609	43,988	48,335	52,180	56,029
12	46,045	47,459	51,920	55,865	59,812
12A	49,363	50,795	55,312	59,307	63,304
13	52,801	54,251	58,825	62,870	66,916

Secretaries Extended Day 2009-2010

Step	S/10.5	S/12	WP/12	AS/10.5
4	29,069	29,447	29,953	29,341
5	29,388	29,767	30,272	29,660
6	29,707	30,086	30,591	29,979
7	30,261	30,921	31,454	30,687
8	32,173	32,801	33,510	32,598
9	34,231	35,714	35,544	34,656
10	35,337	38,465	38,756	36,011
11	36,705	40,848	41,937	38,238
12	40,151	44,451	45,568	41,772
12A	43,576	47,955	49,086	45,242
13	47,130	51,587	52,732	48,840

Secretaries Extended Day 2009-2010

Step	ASI	ASII	ASIII	ASIV	EXSEC
4	30,318	30,973	35,034	36,841	38,655
5	30,637	31,293	35,353	37,160	38,974
6	31,061	31,799	35,921	38,500	40,106
7	32,755	33,551	37,558	40,383	42,052
8	34,877	35,696	39,583	42,538	44,684
9	37,498	38,767	42,770	46,306	49,845
10	40,411	41,793	46,146	49,998	53,848
11	42,913	44,381	49,005	53,098	57,194
12	46,570	48,075	52,821	57,019	61,220
12A	50,101	51,625	56,431	60,682	64,935
13	53,759	55,302	60,169	64,473	68,779

Secretaries Extended Day 2010-2011

Step	S/10.5	S/12	WP/12	AS/10.5
4	30,181	30,559	31,065	30,453
5	30,500	30,879	31,384	30,772
6	30,819	31,198	31,703	31,091
7	31,373	32,033	32,566	31,799
8	33,285	33,913	34,622	33,710
9	35,342	36,826	36,656	35,768
10	36,449	39,576	39,868	37,123
11	37,816	41,960	43,049	39,350
12	41,263	45,563	46,680	42,884
12A	44,688	49,067	50,198	46,354
13	48,242	52,699	53,844	49,952

Secretaries Extended Day 2011

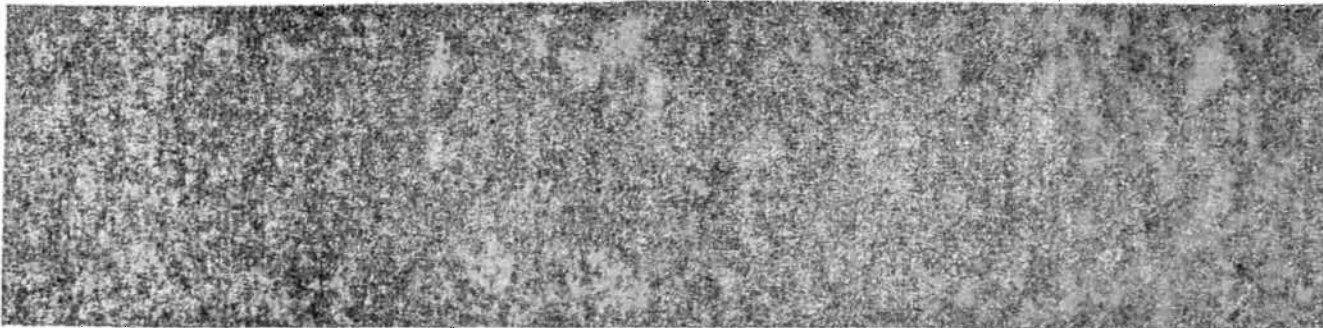
Step	ASI	ASH	ASIII	ASIV	EXSEC
4	31,430	32,085	36,146	37,953	39,767
5	31,749	32,405	36,465	38,272	40,086
6	32,173	32,911	37,033	39,612	41,218
7	33,877	34,663	38,670	41,495	43,164
8	35,989	36,808	40,695	43,650	45,796
9	38,610	39,879	43,882	47,418	50,957
10	41,523	42,905	47,258	51,110	54,960
11	44,025	45,493	50,118	54,210	58,306
12	47,682	49,187	53,933	58,131	62,332
12A	51,213	52,737	57,543	61,794	66,047
13	54,871	56,414	61,281	65,585	69,891

Secretaries Extended Day 2011-2012

Step	ASI	ASH	ASIII	ASIV	EXSEC
6	33,487	34,225	38,347	40,926	42,533
7	35,191	35,977	39,984	42,809	44,478
8	37,304	38,122	42,009	44,964	47,110
9	39,924	41,193	45,196	48,732	52,271
10	42,837	44,219	48,572	52,424	56,274
11	45,340	46,807	51,433	55,524	59,620
12	48,996	50,501	55,247	59,445	63,646
12A	52,527	54,051	58,857	63,109	67,361
13	56,185	57,728	62,595	66,899	71,205

Secretaries Extended Day 2011-2012

Step	S/10.5	S/12	WP/12	AS/10.5
6	32,133	32,512	33,017	32,406
7	32,688	33,347	33,880	33,113
8	34,599	35,228	35,936	35,025
9	36,657	38,140	37,970	37,083
10	37,763	40,891	41,182	38,437
11	39,131	43,274	44,363	40,664
12	42,577	46,877	47,994	44,198
12A	46,002	50,381	51,512	47,668
13	49,556	54,013	55,158	51,266



**Schedule D**

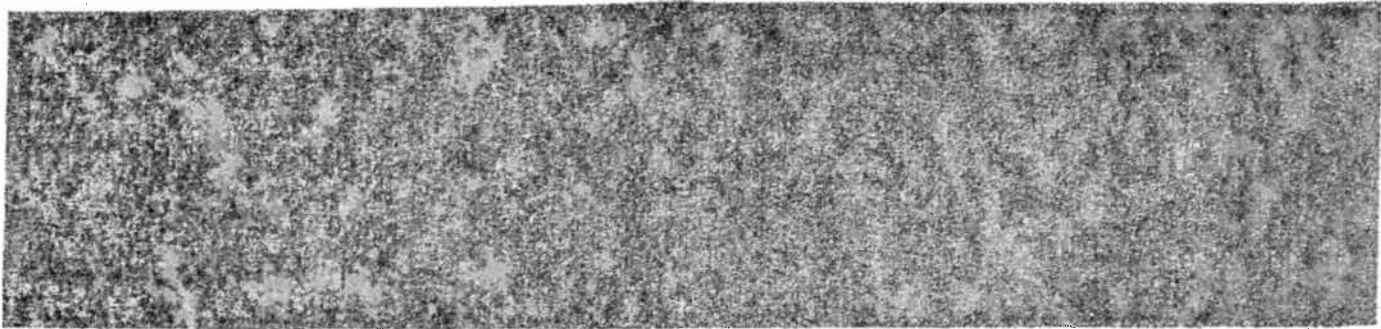
**Lab Assistants' & A.V. Technicians' Flow Chart**

98-99	99-10	10-11	11-12
1	1	2	2
2	2	3	3
3	3	4	4
4	4	5	5
5	5	6	6
6	6	7	7
7	7	8	8
8	8	9	9
9	9	10	10
10	10	11	11
11	11	12	12
12	12	13	13
13	13	14	14
14	14	15	15
15	15	16	16
16	16	17	17
17	17	17	17

**Schedule D Lab Assistants  
& A.V. Technicians**

**Lab Assistants & A.V. Technicians 2009-2010**

Step	LAB ASST	AV 10.5	AV 12
1	20,228	22,244	22,425
2	20,583	22,662	22,845
3	20,955	23,100	23,324
4	21,337	23,569	23,833
5	21,742	24,096	24,370
6	22,162	24,553	24,838
7	22,649	25,164	25,481
8	23,157	26,234	26,589
9	23,888	27,263	27,589
10	24,699	28,333	28,356
11	25,511	29,587	29,696
12	26,328	30,587	30,696
13	27,376	31,955	32,072
14	28,397	33,316	33,423
15	29,369	34,618	34,723
16	30,916	36,495	36,600
17	32,470	38,379	38,482



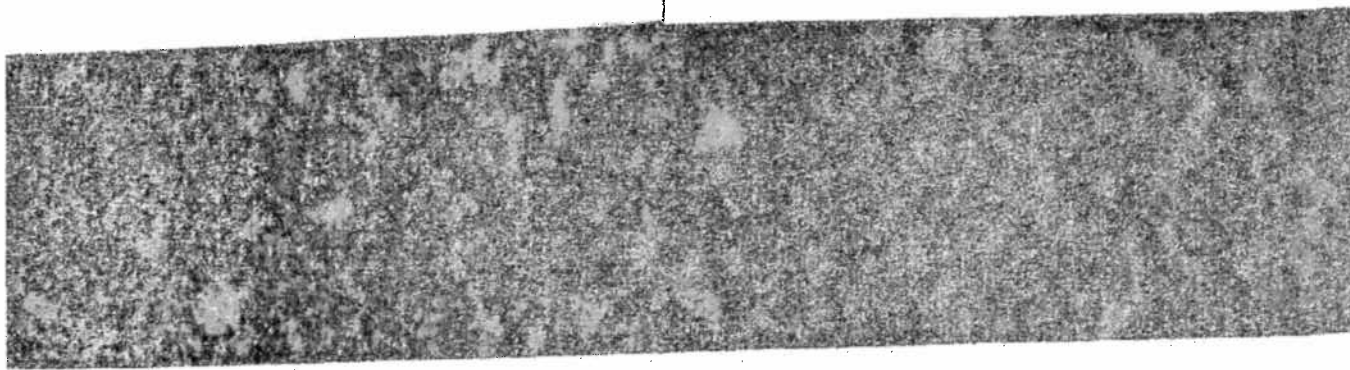


Lab Assistants & A.V. Technicians 10-2011

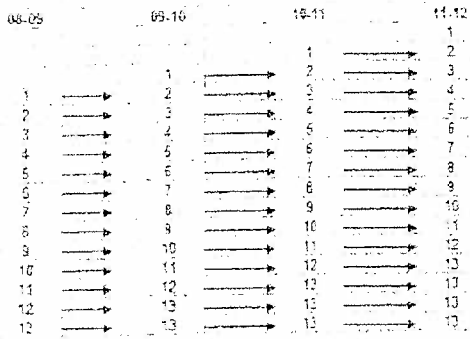
Step	LAB ASST	AV 10.5	AV 12
1	20,958	22,984	23,165
2	21,323	23,402	23,585
3	21,695	23,840	24,054
4	22,077	24,309	24,573
5	22,462	24,836	25,110
6	22,902	25,293	25,578
7	23,389	25,904	26,221
8	23,897	26,974	27,329
9	24,628	28,003	28,329
10	25,439	29,073	29,096
11	26,251	30,327	30,436
12	27,068	31,327	31,436
13	28,116	32,705	32,812
14	29,137	34,056	34,163
15	30,109	35,358	35,463
16	31,656	37,235	37,340
17	33,210	39,119	39,222

Lab Assistants & A.V. Technicians 2011-2012

Step	LAB ASST	AV 10.5	AV 12
1	21,628	23,644	23,825
2	21,983	24,062	24,245
3	22,355	24,500	24,724
4	22,737	24,969	25,233
5	23,142	25,496	25,770
6	23,562	25,953	26,238
7	24,049	26,564	25,881
8	24,557	27,634	27,989
9	25,288	28,663	28,989
10	26,099	29,733	29,756
11	26,911	30,987	31,096
12	27,728	31,987	32,096
13	28,776	33,365	33,472
14	29,797	34,716	34,823
15	30,769	36,018	36,123
16	32,316	37,895	38,000
17	33,870	39,779	39,882



Schedule E  
Security Personnel Flow Chart



Schedule E Security Personnel

Security Personnel 2009-2010

Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	27,284	30,012	30,343	30,801	33,881	34,559
2	27,584	30,342	30,643	31,101	34,211	34,859
3	27,884	30,672	30,943	31,401	34,541	35,159
4	28,208	31,029	31,330	31,874	35,061	35,768
5	28,553	31,408	31,835	32,376	35,614	36,425
6	28,927	31,820	32,317	32,927	36,220	37,105
7	29,338	32,272	32,825	33,518	36,870	37,827
8	29,776	32,754	33,357	34,146	37,561	38,594
9	30,247	33,272	33,923	34,806	38,287	39,430
10	30,858	33,944	34,655	35,576	39,134	40,316
11	31,522	34,674	35,499	36,443	40,127	42,449
12	33,833	37,216	38,403	39,543	43,497	45,278
13	35,978	39,576	41,027	42,073	46,280	48,028

Security Personnel 2010-2011

Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	28,194	31,013	31,253	31,711	34,882	35,456
2	28,494	31,343	31,553	32,011	35,212	35,759
3	28,794	31,673	31,853	32,311	35,542	36,059
4	29,118	32,030	32,290	32,784	36,062	36,678
5	29,463	32,409	32,745	33,286	36,615	37,335
6	29,837	32,821	33,227	33,837	37,221	38,015
7	30,248	33,273	33,735	34,428	37,871	38,737
8	30,686	33,755	34,267	35,056	38,562	39,504
9	31,157	34,273	34,833	35,716	39,288	40,340
10	31,768	34,945	35,565	36,485	40,135	41,826
11	32,432	35,675	36,309	37,283	41,528	43,359
12	34,743	38,217	39,313	40,453	44,498	46,188
13	36,888	40,577	41,937	42,983	47,281	48,938

Security Personnel 2011-2012

Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	28,984	31,882	32,043	32,501	35,751	36,259
2	29,284	32,212	32,343	32,801	36,081	36,559
3	29,584	32,542	32,643	33,101	36,411	36,859
4	29,908	32,899	33,080	33,574	36,931	37,468
5	30,253	33,278	33,535	34,076	37,484	38,125
6	30,627	33,690	34,017	34,627	38,090	38,805
7	31,038	34,142	34,525	35,218	38,740	39,527
8	31,476	34,624	35,057	35,846	39,431	40,294
9	31,947	35,142	35,623	36,506	40,157	41,130
10	32,558	35,814	36,355	37,276	41,004	42,616
11	33,222	36,544	37,399	38,543	42,397	44,149
12	35,533	39,086	40,103	41,243	45,367	46,978
13	37,678	41,446	42,727	43,773	48,150	49,728

Security Personnel Extended Day 2009-2010

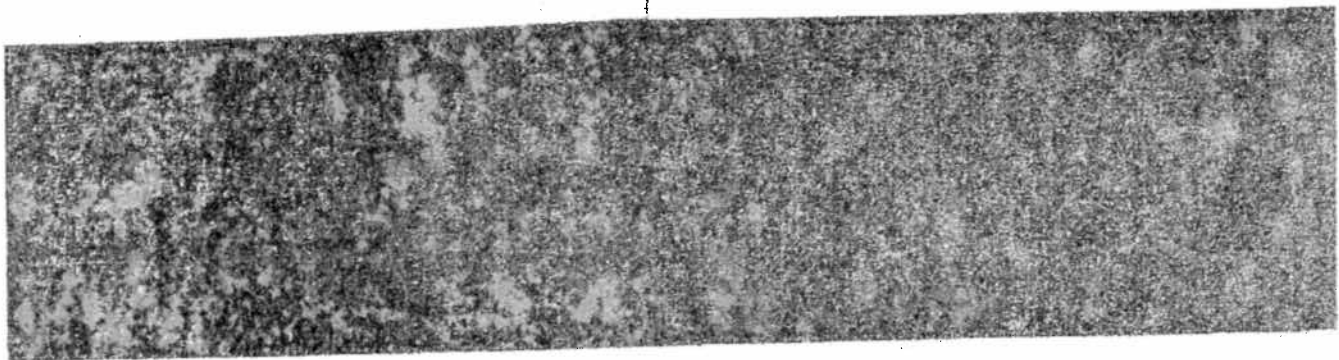
Security Personnel Extended Day 2011-2012

Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	32,400	35,640	36,032	36,576	40,234	41,039
2	32,756	36,032	36,389	36,932	40,626	41,395
3	33,112	36,423	36,745	37,289	41,018	41,751
4	33,497	36,847	37,264	37,850	41,635	42,475
5	33,907	37,297	37,804	38,447	42,291	43,255
6	34,351	37,786	38,376	39,101	43,011	44,062
7	34,839	38,323	38,980	39,803	43,783	44,920
8	35,359	38,895	39,611	40,548	44,603	45,830
9	35,918	39,510	40,284	41,332	45,465	46,823
10	36,644	40,308	41,153	42,247	46,471	48,588
11	37,432	41,176	42,093	43,251	48,126	50,408
12	40,177	44,194	45,603	46,957	51,653	53,768
13	42,724	46,996	48,720	49,962	54,958	57,033

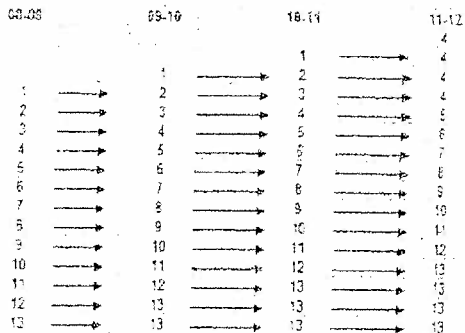
Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	34,419	37,860	38,051	38,595	42,454	43,058
2	34,775	38,252	38,407	38,951	42,846	43,414
3	35,131	38,644	38,764	39,307	43,238	43,770
4	35,516	39,067	39,283	39,669	43,656	44,493
5	35,925	39,518	39,823	40,465	44,512	45,273
6	36,370	40,007	40,395	41,120	45,232	46,081
7	36,858	40,543	40,998	41,821	46,004	46,938
8	37,378	41,116	41,630	42,567	46,824	47,849
9	37,937	41,731	42,302	43,351	47,686	48,842
10	38,663	42,529	43,172	44,265	48,692	50,607
11	39,451	43,396	44,411	45,770	50,347	52,427
12	42,195	46,415	47,522	48,976	53,874	55,786
13	44,743	49,217	50,738	51,980	57,178	59,052

Security Personnel Extended Day 2010-2011

Step	10M	11M	12M	HD-10M	HD-11M	HD-12M
1	33,480	36,828	37,113	37,657	41,422	42,119
2	33,837	37,220	37,469	38,013	41,814	42,476
3	34,193	37,612	37,825	38,369	42,206	42,832
4	34,578	38,035	38,244	38,931	42,824	43,555
5	34,987	38,486	38,885	39,527	43,480	44,335
6	35,431	38,975	39,457	40,181	44,200	45,143
7	35,920	39,511	40,060	40,883	44,972	46,000
8	36,440	40,084	40,692	41,629	45,792	46,911
9	36,999	40,699	41,364	42,413	46,654	47,904
10	37,725	41,497	42,233	43,327	47,660	49,668
11	38,513	42,364	43,473	44,832	49,315	51,489
12	41,257	45,383	46,684	48,038	52,842	54,848
13	43,805	48,185	49,800	51,042	56,147	58,114



**Schedule F  
Classroom Assistants' Flow Chart**



**Schedule F: Classroom Assistants**

**Classroom Assistants 2009-2010**

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8 HR
1	13,821	14,468	15,115	15,762	16,462
2	13,971	14,618	15,265	15,912	16,612
3	14,121	14,768	15,415	16,062	16,762
4	14,271	14,918	15,565	16,212	16,912
5	14,421	15,068	15,715	16,362	17,062
6	14,571	15,218	15,865	16,512	17,212
7	14,816	15,483	16,152	17,120	17,962
8	14,983	15,805	16,848	17,890	18,952
9	15,747	16,790	17,933	18,875	19,917
10	16,742	17,785	18,928	19,870	20,912
11	17,443	18,486	19,588	20,727	21,869
12	19,346	20,470	21,620	22,790	23,962
13	21,952	23,156	24,354	25,555	26,758

Workday is expressed in the salary guides  
 Work year is 181 days/10 months  
 Salary for the extended day is built into the 8 hr guide

**Classroom Assistants 2010-2011**

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8HR
1	14,321	14,968	15,615	16,262	16,962
2	14,471	15,118	15,765	16,412	17,112
3	14,621	15,268	15,915	16,562	17,262
4	14,771	15,418	16,065	16,712	17,412
5	14,921	15,568	16,215	16,862	17,562
6	15,071	15,718	16,365	17,012	17,712
7	15,316	15,983	16,652	17,620	18,462
8	15,483	16,305	17,348	18,390	19,452
9	16,247	17,290	18,333	19,375	20,417
10	17,242	18,285	19,328	20,370	21,412
11	17,943	18,986	20,088	21,227	22,369
12	19,846	20,970	22,120	23,290	24,462
13	22,452	23,656	24,854	26,055	27,258

Workday is expressed in the salary guides  
 Work year is 181 days/10 months  
 Salary for the extended day is built into the 8 hr guide

**Classroom Assistants 2011-2012**

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8 HR
4	15,271	15,918	16,565	17,212	17,912
5	15,421	16,068	16,715	17,362	18,062
6	15,571	16,218	16,865	17,512	18,212
7	15,816	16,483	17,152	18,120	18,962
8	15,983	16,805	17,848	18,890	19,952
9	16,747	17,790	18,833	19,875	20,917
10	17,742	18,785	19,828	20,870	21,912
11	18,443	19,486	20,588	21,727	22,869
12	20,346	21,470	22,620	23,790	24,962
13	22,952	24,156	25,354	26,555	27,758

Workday is expressed in the salary guides  
 Work year is 181 days/10 months  
 Salary for the extended day is built into the 8 hr guide

Classroom Assistants 2009-2010

Step	Extended Day/Year	
	LOCKER	MULTI/8 HR
1	17,481	18,258
2	17,648	18,424
3	17,814	18,591
4	17,981	18,757
5	18,147	18,923
6	18,313	19,090
7	18,988	19,921
8	19,842	20,997
9	20,934	22,090
10	22,038	23,193
11	22,988	24,255
12	25,276	26,576
13	28,343	29,677

Workday for 8 hr. (7:45-3:45)  
Work year is 201 days/11 months

Classroom Assistants 2010-2011

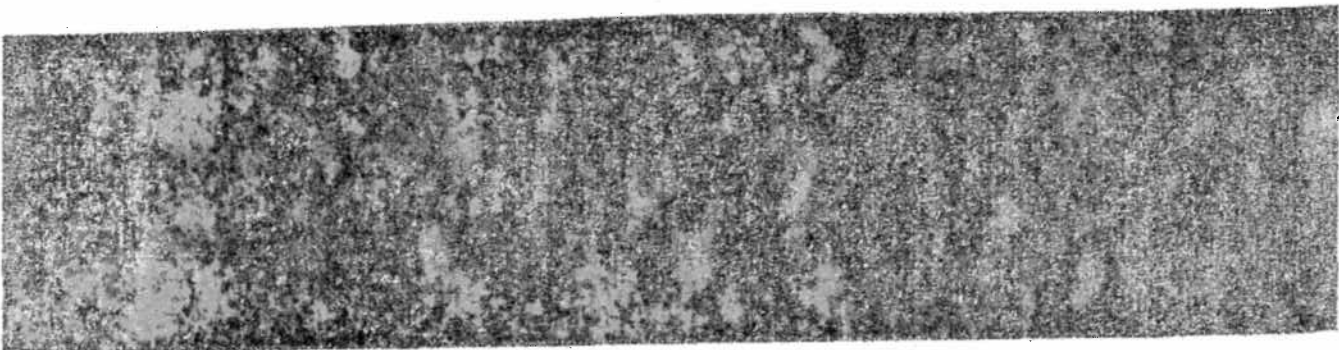
Step	Extended Day/Year	
	LOCKER	MULTI/8 HR
1	18,036	18,812
2	18,202	18,979
3	18,369	19,145
4	18,535	19,311
5	18,701	19,478
6	18,868	19,644
7	19,542	20,476
8	20,396	21,552
9	21,489	22,644
10	22,592	23,748
11	23,543	24,809
12	25,830	27,131
13	28,897	30,232

Workday for 8 hr. (7:45-3:45)  
Work year is 201 days/11 months

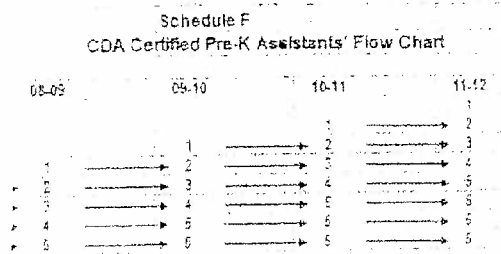
Classroom Assistants 2011-2012

Step	Extended Day/Year	
	LOCKER	MULTI/8 HR
4	19,090	19,866
5	19,256	20,032
6	19,422	20,199
7	20,097	21,031
8	20,951	22,106
9	22,043	23,199
10	23,147	24,302
11	24,097	25,364
12	26,385	27,685
13	29,452	30,786

Workday for 8 hr. (7:45-3:45)  
Work year is 201 days/11 months



# Schedule F Classroom Assistants CDA Certified



CDA Certified  
2009-2010  
Neighborhood Schools Pre-K

Step	N/Pre-K
1	31,627
2	32,054
3	32,482
4	32,909
5	33,336

Workday is 5hr 50 min (8:15-3:05)  
Workyear is 181 days/10 months

CDA Certified  
2009-2010  
Center for Infant Development

Step	CID
1	37,027
2	37,527
3	38,027
4	38,527
5	39,027

Workday is 8hr 3 min (7:45-3:45)  
Workyear is 181 days/10 months

CDA Certified  
2009-2010  
Extended Schedule Pre-K

Step	Ext. Day	Ext. Day/Year
1	38,184	41,199
2	38,700	41,699
3	39,215	42,200
4	39,731	42,700
5	40,247	43,201

Ext. Day Pre-K  
Workday is 8hr 15 min (7:30-3:45)  
Workyear is 181 days/10 months

Ext. Day/Year Pre-K  
Workday is 8hr 15 min (7:30-3:45)  
Workyear is 201 days/11 months

Step	N/Pre-K
1	32,808
2	33,235
3	33,662
4	34,089
5	34,515

Workday is 5hr 50 min (8:15-3:05)  
Workyear is 181 days/10 months

Step	CID
1	38,409
2	38,909
3	39,409
4	39,909
5	40,409

Workday is 8hr 3 min (7:45-3:45)  
Workyear is 181 days/10 months

Step	Ext. Day	Ext. Day/Yr
1	39,609	42,679
2	40,125	43,130
3	40,641	43,586
4	41,156	44,041
5	41,672	44,497

Ext. Day Pre-K  
Workday is 8hr 15 min (7:30-3:45)  
Workyear is 181 days/10 months

Ext. Day/Year Pre-K  
Workday is 8hr 15 min (7:30-3:45)  
Workyear is 201 days/11 months

**Schedule F**  
**NCLB Classroom Assistants**

CDA Certified	
2011-2012	
Neighborhood Schools Pre-K	
Step	N/Pre-K
Step	
1	34,064
2	34,451
3	34,918
4	35,346
5	35,778
Workday is 8hr 50 min(8:25-3:05)	
Workyear is 181 days/10 months	

CDA Certified	
2011-2012	
Center for Infant Development	
Step	CID
Step	
1	39,880
2	40,380
3	40,880
4	41,380
5	41,880
Workday is 8hr 0 min(7:45-3:05)	
Workyear is 181 days/10 months	

CDA Certified		
2011-2012		
Extended Schedule Pre-K		
Step	Ext. Day	Ext. Day/Year
Step	Ext. Day	Ext. Day/Year
1	41,126	44,309
2	41,642	44,864
3	42,158	45,420
4	42,673	45,975
5	43,189	46,531
Ext. Day Pre-K		
Workday is 8hr 15 min(7:30-3:45)		
Workyear is 181 days/10 months		
Ext. Day/Year Pre-K		
Workday is 8hr 15 min(7:30-3:45)		
Workyear is 201 days/11 months		

Schedule F			
NCLB Classroom Assistants' Flow Chart			
08-09	09-10	10-11	11-12
		4	4
		5	5
	4	6	6
4	5	7	7
5	6	8	8
6	7	9	9
7	8	10	10
8	9	11	11
9	10	12	12
10	11	13	13
11	12	14	14
12	13	15	15
13	14	16	16

**Classroom Assistants NCLB 2009-10**

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8 HR
4	25,643	27,780	29,917	30,772	34,191
5	26,105	28,281	30,456	31,326	34,807
6	26,540	28,752	30,954	31,848	35,387
7	26,975	29,223	31,471	32,370	35,967
8	27,410	29,694	31,979	32,892	36,547
9	27,845	30,166	32,486	33,414	37,127
10	28,220	30,572	32,924	33,864	37,627
11	28,595	30,978	33,351	34,314	38,127
12	28,970	31,384	33,799	34,764	38,627
13	29,270	31,709	34,149	35,124	39,027

Workday is expressed in the salary guides  
Work year is 181 days/10 months  
Salary for the extended day is built into the 8 hr guide

Classroom Assistants NCLB 2009-2011

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8 HR
4	26,680	28,903	31,126	32,016	35,573
5	27,142	29,404	31,665	32,570	36,189
6	27,577	29,875	32,173	33,092	36,759
7	28,012	30,346	32,680	33,614	37,349
8	28,447	30,817	33,188	34,136	37,929
9	28,882	31,289	33,695	34,658	38,509
10	29,257	31,695	34,133	35,108	39,009
11	29,632	32,101	34,570	35,558	39,509
12	30,007	32,507	35,008	36,008	40,009
13	30,307	32,832	35,358	36,368	40,409

Workday is expressed in the salary guides  
 Work year is 181 days/10 months  
 Salary for the extended day is built into the 8 hr guide

Classroom Assistants NCLB 2011-2012

Step	Ext. Day				
	6 HRS	6.5 HRS	7 HRS	LOCKER	MULTI/8 HR
4	27,783	30,098	32,414	33,340	37,044
5	28,245	30,599	32,959	33,894	37,660
6	28,690	31,070	33,460	34,416	38,240
7	29,115	31,541	33,968	34,938	38,820
8	29,550	32,013	34,475	35,460	39,400
9	29,985	32,484	34,983	35,982	39,980
10	30,360	32,890	35,420	36,432	40,480
11	30,735	33,296	35,858	36,882	40,980
12	31,110	33,703	36,295	37,332	41,480
13	31,410	34,028	36,645	37,692	41,880

Workday is expressed in the salary guides  
 Work year is 181 days/10 months  
 Salary for the extended day is built into the 8 hr guide

Classroom Assistants NCLB

Extended Day/Year 2009-2010

Step	LOCKER	MULTI/8 HR
4	34,129	37,921
5	34,744	38,604
6	35,323	39,247
7	35,902	39,891
8	36,481	40,534
9	37,059	41,177
10	37,559	41,732
11	38,058	42,286
12	38,557	42,841
13	38,956	43,284

Workday for 8 hr. (7:45-3:45)  
 Work year is 201 days/11 months

Classroom Assistants NCLB

Extended Day/Year 2010-2011

Step	LOCKER	MULTI/8 HR
4	35,508	39,454
5	36,123	40,137
6	36,702	40,780
7	37,281	41,423
8	37,860	42,067
9	38,439	42,710
10	38,938	43,264
11	39,437	43,819
12	39,936	44,374
13	40,335	44,817

Workday for 8 hr. (7:45-3:45)  
 Work year is 201 days/11 months



Classroom Assistants NCL  
 Extended Day/Year 2011-2012

Step	LOCKER	MULTI/8 HR
4	36,977	41,085
5	37,591	41,768
6	38,170	42,412
7	38,749	43,055
8	39,328	43,698
9	39,907	44,341
10	40,486	44,986
11	40,905	45,451
12	41,405	45,005
13	41,804	46,449

Workday for 8 hr. (7:45-3:45)  
 Work year is 201 days/11 months

Schedule G

Schedule G  
 Parent Liaisons' & Non-Certified Attendance Officers' Flow  
 Chart

	08-09	09-10	10-11	11-12
1	→	→	→	→
2	→	→	→	→
3	→	→	→	→
4	→	→	→	→
5	→	→	→	→
6	→	→	→	→
7	→	→	→	→
8	→	→	→	→

Parent Liaisons & Non-Certified  
 Attendance Officers 2009-10

Step	10 Months	Ext. Day	Ext. Year	Extended Day/Year
1	38,375	40,726	42,212	44,396
2	38,906	41,291	42,796	45,014
3	39,437	41,857	43,380	45,632
4	39,968	42,422	43,964	46,250
5	40,499	42,987	44,549	46,868
6	41,030	43,552	45,133	47,487
7	41,561	44,117	45,717	48,105
8	42,092	44,682	46,301	48,723

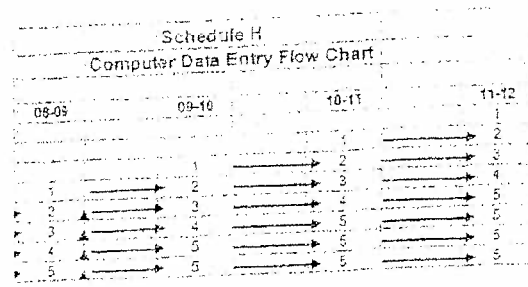
Parent Liaisons & Non-Certi  
Attendance Officers 2010-2011

Step	10 Months	Ext. Day	Ext. Year	Extended Day/Year
1	40,170	42,521	44,187	46,191
2	40,701	43,086	44,771	46,809
3	41,232	43,652	45,355	47,427
4	41,763	44,217	45,939	48,045
5	42,294	44,782	46,523	48,663
6	42,825	45,347	47,107	49,282
7	43,356	45,912	47,691	49,900
8	43,887	46,477	48,275	50,518

Parent Liaisons & Non-Certified  
Attendance Officers 2011-2012

Step	10 Months	Ext. Day	Ext. Year	Extended Day/Year
1	42,105	44,456	46,315	48,126
2	42,636	45,021	46,899	48,744
3	43,167	45,587	47,483	49,362
4	43,698	46,152	48,067	49,980
5	44,229	46,717	48,652	50,598
6	44,760	47,282	49,236	51,217
7	45,291	47,847	49,820	51,835
8	45,822	48,412	50,404	52,453

Schedule H



Computer Data

Entry 2009-10

Step	CDE
1	47,218
2	47,718
3	48,218
4	48,718
5	49,218

Computer Data

Entry 2010-2011

Step	CDE
1	49,433
2	49,933
3	50,433
4	50,933
5	51,433

Computer Data

Entry 2011-2012

Step	CDE
1	51,748
2	52,248
3	52,748
4	53,248
5	53,748

Schedule I

Miscellaneous

Title	2009-10	2010-11	2011-12
Job Developer	56,759	59,314	61,983
Sr. Comp. Operator	66,062	69,035	72,141
Comp. Operator	59,639	62,322	65,127
Jr. Comp. Operator	38,620	40,357	42,174
Comp/ Technician	49,555	51,784	54,115
hired prior to 7/1/97 and/or 5+ yrs experience			
Comp/ Technician	41,073	42,921	44,853
hired on or after 7/1/97 with less than 5 yrs experience			
Guidance Associates	41,073	42,921	44,853
SNAP Technician	45,606	47,658	49,802
Telecommunications Technician	56,312	58,247	61,495
Parent Liaison/ Attendance Officer	45,466	47,512	49,650
hired before 1/1/99			
Parent Liaison/ Attendance Officer	52,927	55,308	57,797
hired before 1/1/99 (Ext. Day/Yr.			

Schedule J: Special Activities

High School	2009-10	2010-11	2011-12
School Newspaper/ Focus Advisor	\$1,730	\$1,798	\$1,869
Public Speaking/ Debate Advisor	\$7,763	\$8,070	\$8,388
Assistant Public Speaking/ Debate Advisor	\$3,881	\$4,034	\$4,194
Yearbook Advisor	\$2,815	\$2,926	\$3,042
Drama Advisor	\$4,114	\$4,277	\$4,446
Musical Advisor	\$4,114	\$4,277	\$4,446
Senior Class Advisor	\$1,944	\$2,021	\$2,101
Junior Class Advisor	\$1,944	\$2,021	\$2,101
Sophomore Class Advisor	\$1,944	\$2,021	\$2,101
Freshman Class Advisor	\$1,944	\$2,021	\$2,101
Student Government Advisor	\$1,944	\$2,021	\$2,101
Teaching Assistant	\$4,329	\$4,500	\$4,678
Chief VICA Advisor	\$4,851	\$5,043	\$5,242
VICA	\$3,881	\$4,034	\$4,194
Literary Magazine	\$5,373	\$5,586	\$5,805
Band Director	\$6,836	\$7,106	\$7,386
Band Ass't Director	\$5,049	\$5,249	\$5,456
Color Guard Advisor	\$6,284	\$6,533	\$6,791
Choral Arts Director	\$4,237	\$4,404	\$4,578
Modern Dance Coach (Girls)	\$4,505	\$4,683	\$4,868
Faculty Manager	\$6,144	\$6,387	\$6,639

Recognized Clubs: Twenty (20) hours per year at hourly rate for teachers (rules and regulations for application of salary guide for instructional personnel, Part II specific considerations, C.)

Middle Schools: Ten (10) hours per year at hourly rate for teachers (rules and regulations for application of salary guide for instructional personnel, Part II specific considerations, C.)

Schedule K: Athletic Coaches

Elizabeth High School	2009-10	2010-11	2011-12
Teacher-in-Charge of Athletics	\$11,266	\$11,266	\$11,266
Ass't. Teacher-in-Charge of Athletics	\$8,685	\$9,028	\$9,385

*FOOTBALL*

Head Coach	\$11,480	\$11,933	\$12,405
Asst. Varsity	\$5,243	\$6,490	\$6,746
Sophomore Coach	\$6,243	\$6,490	\$6,746
Asst. Junior Varsity	\$5,536	\$5,755	\$5,982
Asst. Sophomore	\$5,536	\$5,755	\$5,982
Freshman	\$5,536	\$5,755	\$5,982
7th & 8th Grade	\$5,536	\$5,755	\$5,982

*BASKETBALL (Boys & Girls)*

Head Coach	\$8,438	\$8,771	\$9,118
Asst. Coach	\$5,391	\$5,604	\$5,825
Asst. Junior Varsity	\$4,903	\$5,067	\$5,298
Freshman	\$4,509	\$4,687	\$4,872
7th & 8th Grade	\$4,258	\$4,426	\$4,601

*WRESTLING*

Head Coach	\$8,438	\$8,771	\$9,118
Asst. Head Coach	\$5,660	\$5,884	\$6,116
Asst. Junior Varsity	\$4,903	\$5,097	\$5,298
Freshman	\$4,509	\$4,687	\$4,872
7th & 8th Grade	\$4,258	\$4,426	\$4,601

*SOCCKER (Boys & Girls)*

Head Coach	\$7,067	\$7,346	\$7,636
Asst. Varsity	\$4,790	\$4,979	\$5,176
Junior Varsity	\$4,790	\$4,979	\$5,176
Asst. Junior Varsity	\$4,790	\$4,979	\$5,176
Freshman	\$4,434	\$4,609	\$4,791
7th & 8th Grade	\$3,945	\$4,101	\$4,263

*BASEBALL & SOFTBALL (Boys & Girls)*

Head Coach	\$7,067	\$7,346	\$7,636
Asst. Coach	\$4,790	\$4,979	\$5,176
Junior Varsity	\$4,790	\$4,979	\$5,176
Asst. Junior Varsity	\$4,790	\$4,979	\$5,176
Freshman	\$4,434	\$4,609	\$4,791
7th & 8th Grade	\$3,945	\$4,101	\$4,263

*TRACK (Boys & Girls)*

Head Coach	\$7,067	\$7,346	\$7,636
Asst. Coach	\$4,790	\$4,979	\$5,176
Freshman	\$4,434	\$4,609	\$4,791
7th & 8th Grade	\$3,945	\$4,101	\$4,263

*SWIMMING (Boys & Girls)*

Head Coach	\$7,067	\$7,346	\$7,636
Head Diving Coach	\$7,067	\$7,346	\$7,636
Asst. Coach	\$4,790	\$4,979	\$5,176
Asst. Middle School	\$3,945	\$4,101	\$4,263

*GYMNASTICS (Girls)*

Head Coach	\$5,950	\$6,185	\$6,429
Asst. Coach	\$4,553	\$4,733	\$4,920

*VOLLEYBALL (Girls)*

Head Coach	\$5,950	\$6,185	\$6,429
Asst. Coach	\$4,553	\$4,733	\$4,920
Asst. Middle School	\$4,258	\$4,426	\$4,601

*CROSS COUNTRY (Boys & Girls)*

Head Coach	\$5,950	\$6,185	\$6,429
Asst. Coach	\$4,553	\$4,733	\$4,920
7th & 8th Grades	\$4,258	\$4,426	\$4,601

*INDOOR TRACK (Boys & Girls)*

Head Coach	\$5,950	\$6,185	\$6,429
Asst. Coach	\$4,553	\$4,733	\$4,920

*GOLF*

Head Coach	\$4,041	\$5,136	\$5,339
------------	---------	---------	---------

*TENNIS (Boys & Girls) (Spring & Fall)*

Head Coach	\$5,950	\$6,185	\$6,429
Asst. Coach	\$4,553	\$4,733	\$4,920

*BOWLING (Boys & Girls)*

Head Coach	\$4,553	\$4,733	\$4,920
Rugby Advisor	\$4,553	\$4,733	\$4,920
Assistant	\$1,985	\$2,063	\$2,145

*CHEERLEADER (Per Season- Fall & Winter)*

Advisor	\$4,553	\$4,733	\$4,920
Advisor Middle School	\$1,985	\$2,063	\$2,145

*MISC. GAME POSITIONS (per game/event)*

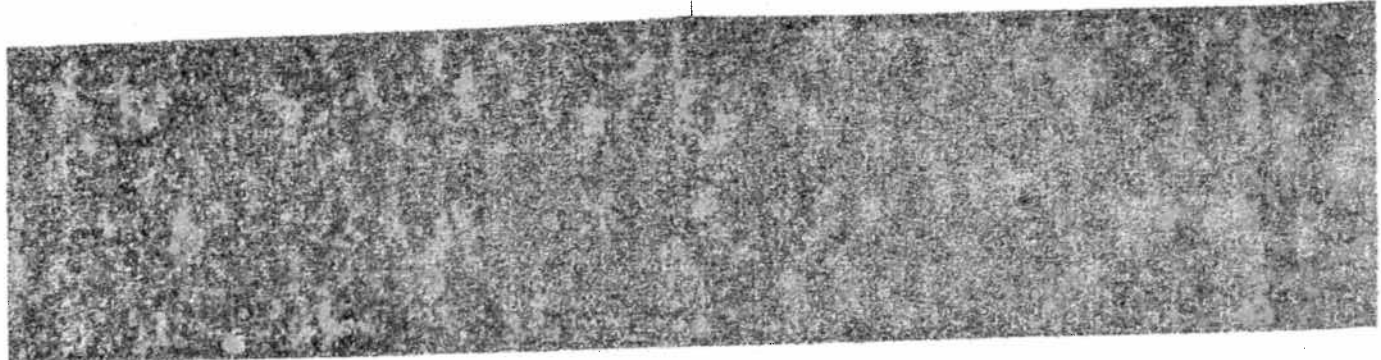
Ticket Sellers/Takers	\$56.85	\$59.10	\$61.43
Video personnel	\$56.85	\$59.10	\$61.43
Security	\$50.00	\$51.98	\$54.03
Event Staff	\$50.00	\$51.98	\$54.03

*SCOREBOARD & CLOCK*

Varsity/JV 1 game	\$55.00	\$67.57	\$70.24
Varsity/JV 2 games	\$105.00	\$109.15	\$113.46
Middle/Freshman 1 game	\$44.19	\$45.94	\$47.75
Middle/Freshman 2 games	\$75.77	\$78.76	\$81.87

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EEA

Elizabeth Education Association  
One Union Square • Elizabeth, NJ 07201  
Office : 908.355.1120 • Fax : 908.355.1793



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BOARD OF EDUCATION

RESOLUTION

RATIFICATION OF MEMORANDUM OF AGREEMENT  
between the  
ELIZABETH BOARD OF EDUCATION  
and the  
ELIZABETH EDUCATION ASSOCIATION  
(2012 - 2015)

WHEREAS, representatives of the Elizabeth Education Association and representatives of the Elizabeth Board of Education have engaged in good faith negotiations for a successor to the 2009-2012 Collective Negotiations Agreement; and,

WHEREAS, the parties have reached a tentative settlement which has been ratified by the Elizabeth Education Association;

NOW, THEREFORE, BE IT RESOLVED, that the Elizabeth Board of Education approves and ratifies the attached Memorandum of Agreement and authorizes the President of the Board of Education to execute the new Collective Negotiations Agreement reflecting this Memorandum of Agreement.

Elizabeth, New Jersey  
June 28, 2012

11-295

ELIZABETH BOARD OF EDUCATION  
AND  
ELIZABETH EDUCATION ASSOCIATION

MEMORANDUM OF AGREEMENT

The negotiating committee of the Elizabeth Education Association ("Association") and the negotiating committee of the Elizabeth Board of Education ("Board") have agreed to the following settlement of negotiations between the parties for the school years of 2012-2013, 2013-2014 and 2014-2015. This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012 by and between the Association and the Board.

Any provisions not changed by this Memorandum of Agreement shall remain in full force and effect as set forth in the prior Collective Bargaining Agreement.

The attachment EEA Stipend Proposals 5/9/2012 shall be made part of this memorandum. Salary guides shall be mutually developed and agreed upon prior to ratification.

This memorandum is subject to ratification by the parties' memberships. All persons signing this memorandum agree to enforce and recommend to their respective memberships that ratification.

For the Association

*Gene Carretto*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date *June 11, 2012*

For the Board

*Alfonso...*

*Gene...*

\_\_\_\_\_  
\_\_\_\_\_  
Date *6/11/12*

Salary 2012-2015

- A. Year one guide increased 3.00% over the 2011-12 base year.
- B. Years two and three each increased 3.00% over previous year's base.
- C. Percents inclusive of increment.
- D. Guides mutually developed
- E. All bargaining units' guides including Miscellaneous, co-curricular and athletic guides settlement percent.
- F. Stipends amounts attached as a separate document.

Instructional Units

FOK: No changes in language

- Preamble
- II Negotiations Procedure
- III Grievance Procedure
- IV Employee Rights
- V Association Rights
- VI Calendar
- VII Orientation
- IX Transfer
- X Promotion
- XI Evaluation
- XVI Sabbatical
- XVIII Deductions
- XIX Miscellaneous
- XX Student Discipline
- XXI Instructional Council
- XXII evening School
- XXIII Protection of Employees
- XXIV Substitutes
- XXV Management Rights
- XXVII Preparation Time
- XXVIII Representation Fee

I Recognition

Add: Athletic Trainer

VIII Teacher Assignment

*Travel reimbursement violation?*

*D. →*

- C. 1. Mileage: All employees shall receive per month thirty dollars (\$30.00) travel allowance. Proof of travel shall be submitted to the employee's supervisor
- 2. Uniforms: All purchases shall be made from Board approved vendors. The vendor shall submit the bill to the Board.

*F. not E. Intro R do F, not 1. F. 7, not 2.*

- E. Six teaching periods: Add:
  - 1. Physical education teachers shall be eligible for the six teaching period compensation and subject to all the requirements thereof.
  - 2. The teaching period is in lieu of a duty period for all employees.

XII Salaries

A

Schedule B Teachers

- 8. 1. Extended Day ratio:
  - Year One: No change
  - Year Two: 1.0920909 (increase of .008)
  - Year Three: 1.1000909 (increase of .008)
  
- 2. Extended Day/Extended Year ratio:
  - Year One: No change
  - Year Two: 1.1920909 (increase of .008)
  - Year Three: 1.2000909 (increase of .008)
  
- 3. Teacher Assistants: Amount added to each step of the salary guide.
  - Year One: \$4,818
  - Year Two: \$4,963
  - Year Three: \$5,112

Add: Doctorate- \$2,000 added to annual pensionable salary.

Schedule C Secretaries

- 1. Extended Day ratio:
  - Year One: No change
  - Year Two: 1.0720909 (increase of .008)
  - Year Three: 1.0800909 (increase of .008)

Schedule E Classroom Assistants

NCLB Guides: Extended Day ratio shall be increased by 3.125% in year one to 1.03125 (in consideration for the additional fifteen minutes increase in work time.)

Schedule G Parent Liaisons

- 1. Extended Day ratio:
  - Year One: No change
  - Year Two: 1.0720909 (increase of .008)
  - Year Three: 1.0800909 (increase of .008)
  
- 1. Extended Day/Year ratio:
  - Year One: No change
  - Year Two: 1.1720909 (increase of .008)
  - Year Three: 1.1800909 (increase of .008)

Schedule H Miscellaneous

Add: Athletic Trainer

Create guides for Hardware Specialist, Network Administrator, Network Technician, Systems Analyst and the Web Developer.

*Allotment/stipend,  
not guides?*

XIII Sick Leave

A. Teachers K-8: Extended Day, Extended Day/Year and Extended Year

4.

Every teacher assigned to an extended day, extended day/year or extended year school shall receive annually one (1) additional personal sick day.

RC says should be 1 add 1/2 sick to one (1) additional personal day

Per-diem Rates raised

F. Substitution Incentive

Level	Teachers	Secretaries	Other
1	\$25	\$25	\$25
2	40	35	30
3	55	45	40
4	70	60	50
5	100	85	70

XIV Emergency Leaves of Absence

Remaining Leaves of Short Duration

e.

1. d. Teachers and classroom assistants assigned to Extended Day, Extended Year or Extended Day/Year schools shall receive one (1) additional personal day which shall become an accumulated sick day if unused.

f.

Add: Pre-K teachers and classroom assistants whose student contact time is extended from a half day to a full day on the last two days of the student school year shall receive one-half day of personal leave for each full day in question. Thus an individual required to have students for both days on a full time basis shall receive one (1) personal day. This time shall convert to an accumulated sick day if unused.

3 1/2 full days

B. Bereavement

...and shall commence on the next regularly scheduled work day. (delete paid day) Exceptions to this rule are the Christmas/Winter and Easter vacation periods. Days during these vacation periods shall count toward the allowed bereavement days. All bereavement days shall be taken during the work year in which the death occurred."

XV Extended Leaves of Absence

✓

C.1. Add "...or for personal medical reasons or other reasons of a personal nature or good cause."

XVII Insurance

✓

B. delete reference to city employees and the city of Elizabeth.

✓

C. Dental maximum: Effective September 1, 2013-\$4,000.

XXVI Secretaries and Clerks

A. Shifts

Extended Day and Extended Day/Year

7:00am - 3:30pm  
8:00am - 4:30pm

→ only applies to the Extended Day School

See Staff

✓ C.2.

✓ C.3

✓ A.

F.T.

1. Assignment to these shifts shall be on a voluntary basis within the school. If no volunteers come forward assignment shall be on a seniority basis with the least senior secretary assigned to the shift. Seniority shall be calculated on years in the district as a secretary/clerk.

2. Any secretary assigned the duty of calling and/or arranging for substitutes outside a negotiated shift shall receive an annual stipend of one thousand dollars (\$1,000.00) which will be pro-rated for a shorter duration of time.

3. Secretaries assigned to a school building with only one secretarial position and with fewer than six hundred (600) students shall receive an annual stipend of \$1,000 in consideration for the additional workload.

4. High School shifts:

7:30 am - 3:30 pm  
8:00 am - 4:00 pm

G. Reclassification:

Secretary 12 months elementary and middle school shall be reclassified as AD1 in year one of this agreement.

XXIX Teacher Hours

B. Grades K-5

410 minute day

a. lunch from fifty (50) minutes to forty-five (45) minutes.

b. Miscellaneous from twenty-five (25) minutes to thirty (30) minutes.

495 minute day

a. lunch from fifty (50) minutes to forty-five (45) minutes.

b. instruction from two hundred and sixty-five (265) minutes to two hundred and seventy (270) minutes. All periods shall be forty-five (45) minutes in length.

B. Grades 6-8

a. lunch from forty (40) minutes to forty-five (45) minutes.

b. miscellaneous from ten (10) to five (5) minutes.

Grades Pre-K through Eight

a. Any teacher whose daily instructional time exceeds the negotiated amount of minutes shall be compensated daily at the rate in Appendix A, Part II-C subject to the stipulations in Appendix A, Part II-D.

Add Travelling Teachers

On a daily basis teachers assigned travel between buildings shall have the following schedule on complete student days.

- a. One preparation period.
- b. One travel period in lieu of a duty period.
- c. One duty free lunch period.
- d. No homeroom or other duty assignments.

Work Year

Effective Year One all teachers' work year shall include two (2) professional development days. The days shall be scheduled prior to the student year but in no case prior to Labor Day. The Professional Days shall count hour-for-hour towards the local district professional development hours requirement.

XXX Security, Assistants, Attendants, Technicians and Parent Liaisons

Security

A. Summer hours shall be the same as the secretaries.

C. 6. Overtime Security

- a. Overtime is based on seniority as a security guard in the district.
- b. Rotation of overtime shall be on a daily basis within each workate.

E. Assistants

1. NCLB shifts Extended Day and Extended Day/Year

7:30am - 3:45pm - eight (8) hours and fifteen (15) minutes.

F. Technicians

f. Vacation shall be modified as follows to correct a printing error in the current agreement

1. Computer Technician, Hardware Specialist, Network Administrator, Network Technician, Systems Analyst and Web Developer shall have the same vacation as the secretaries with the following exception.

a. Anyone employed as a Hardware Specialist, Network Administrator, Network Technician, Systems Analyst or Web Developer prior to November 1, 2009 shall have twenty-two (22) vacation days.

Overtime: Overtime shall be rotated daily on a district wide seniority basis. All technicians shall be provided training and professional development opportunities in order to qualify for all overtime assignments including special assignments.

XXXI Duration

July 1, 2013 through June 30, 2015.

Appendix A Part 1

M. Longevity: Increase each level by \$1,500.

<u>Years</u>	<u>Amount</u>
15	\$2,250
20	\$2,500
25	\$3,050
30	\$4,000
35	\$4,750

N. Tuition Reimbursement: Freeze at 2011-12 levels

Cafeteria Units

TOK: No changes in language

- Preamble
- I Recognition
- II Negotiations Procedure
- III Grievance Procedure
- IV Employee Rights
- V Association Rights
- VIII Extended Leaves of Absence
- XI Deductions from Salary
- XIII Uniforms
- XIV Productivity Study
- XVI Miscellaneous
- XVII Agency Shop
- XVIII Protection of Employees

VI Sick Leave

D. Substitution Incentive

<u>Level</u>	<u>Daily rate</u>
1	\$25
2	30
3	40
4	50
5	70

VII Emergency Leaves of Absence

Renamed: Leaves of Short Duration

B. Bereavement

... and shall commence on the next regularly scheduled work day (delete paid day) (Exceptions to this rule are the Christmas/Winter and Easter vacation periods. Days during these vacation periods shall count toward the allowed bereavement days. All bereavement days shall be taken during the work year in which the death occurred.)

IX Salaries

I. Longevity: Increase each level by \$1,500.

<u>Years</u>	<u>Amount</u>
15	\$2,250
20	\$2,500
25	\$3,250
30	\$4,000
35	\$4,750

X Insurance

F. Dental maximum: Effective September 1, 2013-\$4,000.

XII Seniority

G. Substitutes

Add: "A substitute is an employee hired on a daily basis to serve in the place of a regularly employed worker who is absent because of illness, Board approved leave or



short or long term duration or other good reason. Vacant position shall not be filled on a long term basis with substitutes."

### XIII Uniforms

B. All purchases shall be made from Board approved vendors. The vendor shall submit the bill to the Board. (Replaces "...no require sales slips as proof of purchase."

### XV Breaks and Lunch

#### Regular Work Day & Year

##### Cook Managers

Ten (10) months: Eight (8) hours daily and one hundred and eighty-three (183) days a school year.

Extended Year-eleven (11) months: Eight (8) hours daily and two hundred and one (201) days a school year.

##### Cafeteria Workers

Ten (10) months: Length of workday as expressed in the salary guides and one hundred and eighty-three (183) days a school year.

Extended Year-eleven (11) months: Length of workday as expressed in the salary guides and two hundred and one (201) days a school year.

##### Food Service Workers

Ten (10) months: Length of workday as expressed in the salary guides and one hundred and eighty-three (183) days a school year.

Extended Year-eleven (11) months: Length of workday as expressed in the salary guides and two hundred and one (201) days a school year.

### XIX Duration

July 1, 2012 through June 30, 2015

#### Cook Managers' Guides

Add: Cook Manager II: Effective January 1, 1998 schools with fewer than 600 students and all schools providing pre-plate lunches.

Cook managers hired prior to January 1, 1998 shall not be placed on the Cook Manager II guide even if their schools have fewer than 600 students.

Custodial Units

FOK: No changes in language

- Preamble
- I Recognition
- II Successor Employers
- III dues Check-off
- IV Inspection
- V Representatives
- VI Management Rights
- VII Grievance procedure
- VIII Employee Rights
- IX Separation
- X Association Rights
- XI Non-discrimination
- XII Work Assignments
- XIII Subcontracting
- XIV Safety
- XV Notification
- XVI Seniority
- XVII Layoffs and Recall
- XVIII Post and Bid
- XIX Job classification
- XX Hours of Work
- XXII Working At different Rates
- XXIII Premium Pay
- XXIV Pay Day
- XXV Holidays
- XXVI Vacations
- XXVIII Personal Days
- XXX Group insurance
- XXXI special Licenses
- XXXIV Military Service
- XXXV Uniforms
- XXXVI Sanitary conditions
- XXXVII Compensation claims
- XXXVIII Separability
- XXXIX Bus Attendants
- XL Evaluation
- XLI Fairness and Attendance

XXI Rates of Pay

C. Longevity: Increase each level by \$1,500.

Years	Amount
15	\$2,250
20	\$2,500
25	\$3,250
30	\$4,000
35	\$4,750

Add: Custodians assigned to a school building with only one custodial position and with fewer than six hundred (600) students shall receive an annual stipend of \$1,000 in consideration for the additional workload.

XXVII Sick Leave

A. 6. Substitution Incentive

<u>Level</u>	<u>Custodians/Drivers</u>	<u>Attendants</u>
1	525	525
2	35	30
3	45	40
4	60	50
5	85	70

XXIX Insurance

C. Dental maximum: Effective September 1, 2013-\$4,000.

XXXII Extended Leave

C. Add: "...or for personal medical reasons or other reasons of a personal nature or good cause."

XXXIII Leaves of Short Duration

B. 3 Bereavement

"...and shall commence on the next regularly scheduled work day. (delete paid day) Exceptions to this rule are the Christmas/Winter and Easter vacation periods. Days during these vacation periods shall count toward the allowed bereavement days. All bereavement days shall be taken during the work year in which the death occurred."

XLII Vacation

July 1, 2012 through June 30, 2015.

Returning Employees: All Bargaining Units

Add: "All employees who are let go as a result of a non-renewal or reduction-in-force (RIF) and reemployed in the subsequent school year shall receive all benefits and terms and conditions of employment of the agreement between the Association and the Board to which the employee was entitled at the time of the non-renewal or RIF. Benefits including but not limited to accumulated sick leave and vacation days shall be restored without diminishment. Dental, prescription and vision insurance shall be provided subject to the waiting period of the insurance carrier except that employees reappointed for the following year who qualified in the prior school year for dental coverage shall not have to wait another year for dental coverage. Medical insurance coverage shall be provided consistent with the State Health Benefits Commission regulations. Prior employment in the district shall be recognized for the purpose of salary guide placement. The employee shall be treated as a returning employee and not as a new employee."

Attendance Incentive Compensation: All Bargaining Units

The Attendance Incentive Compensation commonly referred to as the "Perfect Attendance Bonus" shall be modified for all bargaining units as follows:

Tardiness shall be calculated for purposes of compensation eligibility. An equivalent day(s) shall be registered when the sum of the minutes tardy equal the length of the employee's workday(s).

Sidebar Agreement

1. "Food service and cafeteria workers regularly and continuously employed as substitutes as of April 1, 2012 in vacant positions from which no other regularly employed worker is absent or on a Board approved leave of absence shall be permanently appointed to the position. They shall be deemed to have satisfied the probationary period requirement. Their prior employment service as food service and cafeteria workers shall be recognized for purposes of placement on the appropriate salary guide.

The Association shall withdraw with prejudice Cr. 05-09-00 Abreu et al, PERC NO. AR-2009-841 within fourteen (14) days of implementation of this sidebar agreement by the Board.

2. The Association and the Board shall review K-8 schedules containing team meetings in an attempt to resolve the issues where the team meetings are not provided. If no mutually agreed to resolution is reached the parties agree to reopen negotiations exclusively on this issue no later than May 1, 2013

*T. Murray*

*No compensation should be paid or accrued until such time as the parties reach agreement.*

*GC  
10/1/12*

*10/1/12*

EEA Stipends	Proposals	3.00%			6/30/2012
Cafeteria	CBA page	2011-12	2012-13	2013-14	2014-15
Settlement %		Base	1.03	1.03	1.03
Hourly	XX-B p. 20	1.30	\$1.34	\$1.38	\$1.42
Uniforms	XII-A p. 28	\$424.01	\$437.25	\$450.58	\$463.87
Custodians	CBA page	2011-12	2012-13	2013-14	2014-15
Settlement %		Base	1.03	1.03	1.03
extra hourly rates	XX-C p. 17	\$0.74	\$0.76	\$0.78	\$0.80
extra hourly rates	XX-C p. 17	\$0.95	\$0.98	\$1.01	\$1.04
Working different rates	XXI p. 19	\$12.74	\$13.12	\$13.51	\$13.92
Working different rates	XXII p. 19	\$5.20	\$5.35	\$5.50	\$5.66
Baller License FHS	XXXI p. 26	\$200.00	\$206.00	\$212.18	\$218.56
Blue Seal	XXXI p. 27	\$200.00	\$206.00	\$212.18	\$218.56
Red Seal	XXXI p. 27	\$1,000.00	\$1,030.00	\$1,060.60	\$1,092.73
Instructional Teachers	CBA page	2011-12	2012-13	2013-14	2014-15
Settlement %		Base	1.03	1.03	1.03
Recess Uniforms	VIII-C p. 14	\$270	\$279	\$289	\$298
Six teaching periods	VIII-E p. 15	\$6,131	\$6,315	\$6,504	\$6,700
FHS Non-Teaching Position	VIII-E p. 15	\$910	\$937	\$966	\$996
TA Stipend	XII-B p. 22	\$4,978	\$5,119	\$5,263	\$5,412
2nd shift duty	XXIX-D p. 60	\$1,247	\$1,287	\$1,329	\$1,374
PG Committee	XXIX-D p. 60	\$39.68	\$40.86	\$42.09	\$43.39
Teachers Hourly Rate	APP. A P. 1 p. 71	\$42,750	\$43,950	\$45,200	\$46,500
Instructional-ESP		2011-12	2012-13	2013-14	2014-15
Settlement %		Base	1.03	1.03	1.03
Non-Cert. A/C's, Officer A/C's	XII-B p. 20	\$540	\$556	\$573	\$590
Computer Allowment	XII-F p. 20	\$1,060	\$1,100	\$1,141	\$1,183
Secretary's summer school	XVI p. 43	\$21.95	\$22.51	\$23.08	\$23.66
Head Parent Liaison	XXX-B p. 68	\$5,453	\$5,617	\$5,785	\$5,959
Lab/AV Tech College Degree	APP. A P. 1 p. 73	\$507	\$520	\$534	\$548
Instructional-Security Shifts	CBA page	0.83 of cost.	0.83 of cost.	0.83 of cost.	0.83 of cost.
Security Noon Shift	XXX-C p. 87	\$0.48	\$0.49	\$0.49	\$0.51
Security Four PM Shift	XXX-C p. 87	\$0.80	\$0.82	\$0.83	\$0.85
Mitlage; Article VIII D	CBA page	2011-12	2012-13	2013-14	2014-15
Settlement %	VII-C p. 10	Base	1.00%	1.00%	0.0%
teachers, consultants (st. home instructors,		\$10.00	\$10.00	\$10.00	\$10.00
audio visual per month		\$15.00	\$15.00	\$15.00	\$15.00
attendance officers; community		\$15.00	\$15.00	\$15.00	\$15.00
(paran. falsions) assigned per month		\$0.80	\$0.80	\$0.80	\$0.80
teachers effective 2/1/84		\$0.80	\$0.80	\$0.80	\$0.80

# Memorandum of Agreement

7/9/82

The Elizabeth Education Association (EEA) and the Elizabeth Board of Education (Board) agree to the following provisions pertaining to longevity adjustment in the Instructional, Custodial and Cafeteria contracts.

1. Longevity adjustments shall be paid only at the beginning of the school year following the year immediately prior to payment in which the employee accrues the necessary years of service. There shall be no mid-year longevity adjustments.

2. Years of service shall be apportioned in the same manner as used for movement on the salary grid in Section III-G of Board policy 4157.21 revised September 4, 1980.

For the EEA

Richard  
Joe Caserta  
President

For the Board

Gene  
Blaise HERRAT  
Labor Counsel

Date \_\_\_\_\_

This memorandum reflects the intent of the parties when they bargained the language.

Memorandum of Agreement

The Elizabeth Board of Education and the Elizabeth Education Association agree to the following terms and conditions of employment effective July 1, 2012.

Definition of family

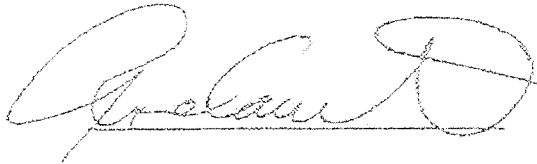
Add "step parents and step children" to the collective bargaining agreements between the Board and the Association.

(5 days)

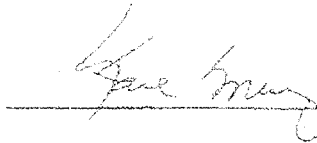
Instructional CBA Article XIV-B.

Custodial CBA Article XXXIII-B.

Cafeteria CBA Article VII-A. & B.



For the Association



For the Board

Date 1/17/13

Date 1/17/13

12/7/12



ELIZABETH BOARD OF EDUCATION  
AND  
ELIZABETH EDUCATION ASSOCIATION

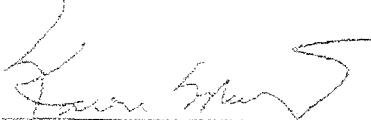
AMENDMENT TO SCHEDULE J: SPECIAL ACTIVITIES

The title of Color Guard Advisor shall be changed to ROTC Advisor.

<u>Year</u>	<u>Stipend Rate</u>
2012-2013	\$8,500.00
2013-2014	\$8,755.00
2014-2015	\$9,000.00

For the Elizabeth Board of Education

For the Elizabeth Education Association

  
\_\_\_\_\_  
Karen A. Murray, Labor Counsel

  
\_\_\_\_\_  
Rose Carroto, EEA President

Date: 1/17/13

Date: 1/17/13