

Camden Education Association

Teacher's Contract

July 1, 2006 – June 30, 2009

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PREAMBLE

THIS AGREEMENT is entered into this 26th day of July 2006, by and between the Board of Education of the City of Camden, New Jersey, hereinafter called the "Board," and the Camden Education Association, hereinafter called the "Association." The duration of this Agreement will be as provided in Article XXXVII.

ARTICLE I

RECOGNITION

- A. Pursuant to N.J.S.A. 34:13A-1, et seq., as amended, known as the Now Jersey Employer Employee Relations Act, the Camden Board of Education hereby recognizes the Camden Education Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel under contract with the Board, or on leave from the school district, including teachers; provisional teachers; librarians; nurses; guidance counselors; social workers; LDTCs; speech therapists; Health and Social Services Coordinator; site managers; crisis counselors; resource persons; teacher mentors; vocational education teachers; department chairpersons; and athletic trainers; Drop out Prevention Officers; Educational Program Teacher Specialists; Facilitators and Technology Coordinators; Schedulers; JROTC Teachers; but excluding the Superintendent; assistant superintendents; business administrator; secretary to the Board; assistant secretaries; directors; supervisors; coordinators; principals; vice principals; assistant principals; dean of students
- B. 1. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.
2. "Seniority" shall be based on a teacher's continuous length of service with the Board.

ARTICLE II

NEGOTIATIONS PROCEDURES

- A. In accordance with the provisions of N.J.S.A. 34:13A-1, et seq., as amended, the parties agree to commence negotiations on a successor Agreement not later than November first of the calendar year preceding the calendar year in which this Agreement expires.
- B. Upon reasonable written request by the President of the Association to the Superintendent and Board Secretary, the Board agrees to make known to the President when and where the Association may obtain documents that the Board is required by law to release.
- C. Nether 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 the Agreement.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURES

A. Definition

A "grievance" shall mean a complaint by a teacher or the Association that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or misapplication of this Agreement. A grievance to be considered under this procedure must be initiated in writing by the teacher or the Association within thirty (30) calendar days from the time when the teacher or the Association knew or should have known of its occurrence.

B. 1 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 or the Association to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
 - (b) It is understood that grievants 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 fully determined.
2. Any teacher who has a grievance shall discuss it first with the Principal or immediate supervisor in an attempt to resolve the matter informally at that level.
 3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) work days, he/she shall initiate a grievance in writing on the appropriate forms (see appendix) to the Principal or immediate supervisor.

The Principal or immediate supervisor shall communicate a decision to the grievant in writing within five (5) work days of receipt of the written grievance.

4. The teacher, no later than five (5) work days after receipt of the Principal's or immediate supervisor's decision, may appeal that decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal or immediate supervisor as specified above and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) work days. The Superintendent shall communicate a decision in writing to the grievant and to the Association directed to the Chairperson of its Professional Rights and Responsibilities Committee and the Principal or immediate supervisor. Whenever a timeline specified in this section is not going to be met, either party may request from the other party additional time to process the grievance by using the form approved by the Board and the Association (see Appendix).
5. If the grievance is not resolved to the grievant's or the Association's satisfaction, the grievant, no later than five (5) work days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be made in writing and sent to the President of the Board of Education with carbon copies to the Superintendent of Schools and the Board Secretary. The Board shall review the grievance at the next regular meeting of the Board if the request is received in time to be included on the agenda for the meeting. The Board shall provide the Association with the dates when Board meeting agendas are set. The Board shall inform the grievant and the Association in writing within five (5) work days after the Board's review of the grievance of the Board's decision on the grievance or the date, time and place when the Board shall hold a hearing with the grievant. Said hearing, if granted by the Board, shall be held no later than the next regular meeting of the Board. The Board shall notify the grievant and the Association in writing of its decision on the grievance no later than forty-five (45) days from

receipt of the grievance. The Board shall not be required to give reasons for its decision. Decisions of the Superintendent in the following matters shall be final and such decisions shall not be subject to appeal to the Board:

- (a) Any matter for which a method of review is prescribed by law; or
 - (b) Any rule or regulation of the State Commissioner of Education; or
 - (c) By-laws of the Board of Education; or
 - (d) Any matter which, according to law, is either beyond the scope of Board authority or limited to action by the Board alone; or
 - (e) A complaint of a non-tenured teacher or probationary employee which arises by reason of not being re-employed; or
 - (f) A complaint by any certificated personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required.
6. If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes to proceed to arbitration, it must file a demand for arbitration with one of the panel arbitrators no later than fifteen (15) work days from receipt of the Board's decision.

7.(a) The parties agree to use the following arbitration panel: Herbert Haber; James Mastriani; Martin Scheinman; Jeffrey Tener; Joel Weisblatt; and Barbara Zausner. The parties agree to be bound by the Voluntary Labor Arbitration Rules of the American Arbitration Association.

- (b) The Arbitrator shall be limited to the issues submitted and shall consider nothing else. The Arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board of Education. The recommendations of the Arbitrator shall be binding on the parties. Only the Board and the aggrieved and their representatives shall be given copies of the Arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the Arbitrator's hearings.
8. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.
9. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a grievant, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon as hereafter as is practicable.

C. Rights of Teachers to Representation:

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at the grievant's option, by a representative selected or approved by the Association.
2. When a teacher 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 a later level, be notified that the grievance is in the process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal with respect to personal grievances.

- D. 1. If, in the judgment of the Association, a grievance affects a group or class of teachers in more than one school building, the Association may submit such grievance in writing directly to the Superintendent and the processing of such grievance shall commence at that level. The Association shall have the exclusive right to pursue such grievances.
 2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.
 3. The Association shall be responsible for reproducing and distributing the approved grievance form. The Board shall have the responsibility for reproducing and distributing the approved grievance decision form.
- E. Salary Appeals:
1. A grievance involving a question of salary shall be initiated by filing a duplicate statement of grievance with the Superintendent of Schools and the Board Secretary for ruling, with the right to appeal to the Board or Committee thereof, and may thereafter proceed under Sections B6 and B7 of this Article.
- F. Costs:
1. Each party will bear the total cost incurred by themselves.
 2. The fees and 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 any teacher due to arbitration hearings or mutually scheduled grievance proceedings, the teacher shall suffer no loss of compensation.

ARTICLE IV

TEACHER/EMPLOYEE RIGHTS

- A. No teacher/employee shall be disciplined or reprimanded without just cause.
- B. Whenever any teacher/employee is required to appear before the Superintendent or his/her designee, the Board or any committee thereof concerning any matter which could adversely affect the continuation of that teacher/employee in his/her office, position or employment or the salary or any increments pertaining thereto, then the teacher/employee shall be given reasonable prior written notice of the reason(s) for such meeting or interview and his/her right to have a representative of the Association present for advisement and representation during such meeting or interview. The Association shall receive a copy of this notice.
- C. Teachers/employees shall not transport students in a private automobile.
- D. No teacher/employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. Determination of grades and other evaluations of students is primarily the responsibility of the student's teacher. In the event any grade is subsequently changed or modified, the teacher shall be so informed at that time. Whoever makes such a change shall clearly identify himself/herself by placing his/her name next to that grade on all records of that grade. Teachers shall be required to give grades to all students in accordance with the reporting procedure in practice in the school or grade level.
- F. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of

teachers/employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, or marital status.

- G. Whenever an employee is served with a Rice notice and/or is required to appear before the Superintendent or his/her designee, the Board, or any committee thereof, concerning any matter which could adversely affect the continuation of that teacher/employee in his/her office, position or employment or the salary or any increments Pertaining thereto, then the teacher/employee and the Association shall be given reasonable (at least 2 work days) written notice prior to the meeting of the reason(s) for such meeting or interview and his/her right to have a representative present during such meeting or interview.
- H. The Association shall also receive a list of all RIFs, terminations, increment withholdings and any other Board actions which will adversely effect a teacher's/employee's job status within 3 work days after Board action.

ARTICLE V

ASSOCIATION RIGHT'S AND PRIVILEGES

- A. Representatives of the Association, the Camden County Council of Education Associations, the New Jersey Education Association, and the National Education Association may be permitted to transact official Association business on school property at reasonable times provided that notification has been given to the building Principal or administrator in charge.
- B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided prior written permission has been granted by the School Business Administrator. Permission may only be granted if the Association makes a written request to the School Business Administrator a minimum of twenty-four (24) hours before the meeting and gives a copy of the request to the building Principal.
- C. The Association shall have the use of a bulletin board in each faculty lounge in each building. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal, or Administrator in charge.
- D. 1. Only the Association shall have the right to reasonable use of the school mailboxes and the inter-school mail facilities provided the following procedures are followed by the Association.
 - 2. Mailboxes may be used as the Association deems necessary for distribution of any materials delivered within an envelope without the approval of the building Principal or other members of the Administration. For all other materials, the Association may use the school mailboxes in a reasonable manner with permission of the building Principal, which permission shall not be unreasonably withheld.
 - 3. In the case of a system-wide or a substantial distribution of material, the Association shall deliver said materials in packages for each school to the central warehouse not later than Friday for delivery the following Monday. In the case of a minor delivery, the Association may deliver the material property addressed and packaged by school, to their respective main office not later than Friday for delivery the following Monday.
- E. Materials addressed to building representatives received in the building will be placed in their mailboxes.
- F. The President or his/her designee in his/her absence and/or the Chairperson of the Professional Rights and Responsibilities Committee (Grievance Chairperson) or his/her designee in his/her absence shall have freedom to enter and leave their assigned buildings and other buildings at reasonable times when school is in Session and they are not otherwise assigned, provided they notify their building Principal or administrator in charge, in person, and they notify the building Principal or administrator in charge, in person, of any other building that they wish to enter.

- G. The rights and privileges of the Association and representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other organization.
- H. The Board agrees to supply the Association with names and addresses of all teachers on October 1, and with names and building assignments on February 1, of each year. The Board shall also provide the Association by October 1st with the names and addresses of teachers to be initially employed as of September first. This information shall be used by the Association only for organizational purposes. The Board shall bear no responsibility for the use of this information after it has been supplied to the Association. The Board shall send to the Association copies of all bulletins that go out to personnel represented by the Association.
- I. The Association shall be allotted a maximum of thirty (30) minutes is part of the regular program for orientation of new teachers at the beginning of each school year. The Association may appoint a member of the Committee which plans the orientation program.
- J. Whenever members of the Negotiations Committee of the Association are mutually scheduled to participate during working hours in negotiations, they shall suffer no loss in pay.
- K. The Board of Education shall grant a full leave of absence with pay and with all hospital and insurance benefits to the President of the Association or his/her designee during the term of office of the President. The Association shall reimburse to the Board of Education the full cost for the salary and all hospitalization and other insurance coverage afforded the President, or his/her designee, under this provision. Upon return from this leave of absence, the Association President, or his/her designee, shall be entitled to credit for the year of leave for purposes of the salary increment program.
- L. The First Vice-President of the Association shall be entitled to a daily half day release time to attend Association business, provided the employee's work schedule can be fully performed. The determination as to whether the employee's course schedule can be accommodated in conjunction with the release time shall be made by the Superintendent.
- M. Association Leave Days. The Camden Board of Education and the Camden Education Association agree that a maximum of forty (40) days of leave per year shall be available to the Camden Education Association for use by employees represented by any Camden Education Association unit and designated by the Association. Such Association days shall be available for a full day or one-half day usage. Association days shall not be used for any litigation involving the Association and the Board and/or association members. All requests for use of Association days shall be submitted in writing to the Superintendent no less than two (2) working days prior to the requested leave, unless deemed an emergency.
- N. If the Association President is absent and unable to attend to Association business in the Camden City district, then the First Vice-President may contact the Superintendent to arrange for release time to attend to Association business.

ARTICLE VI

BOARD RIGHTS

- A. The Association recognizes that the Board may not, by agreement delegate authority and responsibility which by law are imposed upon and lodged with the Board.
- B. It is understood by all parties that, under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.
- C. The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and

retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duties because of lack of work, or other legitimate reasons; (d) to maintain the efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted, and (f) to take whatever other actions may be necessary to carry out the mission of the school district in any situation.

ARTICLE VII

AFTER-SCHOOL; EVENING SCHOOL; SUMMER SCHOOL; SATURDAY HOME TEACHING AND FEDERAL PROGRAMS

- A. 1. All openings for positions in the accredited Evening High School, Summer School, Federal Projects and Home Teaching Programs shall be publicized by the Superintendent in accordance with the following procedure:
 - (a) Evening School - Notice of positions available in the accredited Evening School, including duties, hours and rates of pay, shall be posted in all buildings as soon as possible after the position availability becomes known and at least fifteen (15) days before appointments to positions are made.
 - (b) Summer School Notice of positions available for Summer School, including duties, requirements, hours and rates of pay, shall be posted in all buildings as soon as possible after the position availability becomes known and at least thirty (30) days before appointments to positions are made.
 - (c) Home instruction. At the beginning of each school year notice shall be posted for positions as home instructors. Notices shall include certification and other requirements, hours and rates of pay. Applications shall be submitted to the Central Office at least fifteen (15) days from the posting of such notices. The Administration may post similar notices periodically throughout the year if there is a need to do so.
 - (d) Federal Programs - Notice for positions available in federally funded programs shall be posted within a reasonable time of notification to the Board that such programs are to be funded. Such notices shall be posted in each school for such time as may be reasonably consistent with the time of the notice of funding and the time when the program must begin. Such notices shall include a description of the position, requirements, hours and rates of pay.
 - (e) Teachers who are required to attend workshops or in-services beyond the normal work day shall be paid \$15.00 per-hour.
2. Copies of the notices listed above shall be forwarded to the Association as soon as possible.
- B. In filling teaching positions in the above programs, consideration shall be given to area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the Camden School District, subject area and/or grade level taught during the regular school year and/or during the previous four (4) school years. Teachers employed in the Camden School District shall have priority for such assignments before appointment of applicants from outside the district.
- C. Evening School teachers who are not members of the unit represented by the Association and taught Evening School during the 1969-70 school year or since shall not be precluded from continuing to be selected for these positions.
- D. Summer Work Procedures -
 1. In the event there is sufficient work, all Guidance Counselors shall be given the opportunity to work an eleventh month. The Board shall make the offers no later than March 30. The schedule is to be determined by the Assistant Superintendents for Curriculum and Instruction.

2. One (1) Guidance Counselor shall be assigned to work at each middle and high school for one (1) month in the summer.
3. Volunteers shall work the above assignments, but if there is not a volunteer in a particular school, a Guidance Counselor shall be assigned by the Superintendent or his/her designee. When such assignments are necessary, they shall be done on a rotating basis in reverse order of seniority.
4. In the event there is sufficient work, all LDTC, Social Workers and Speech Therapists shall be given the opportunity to work an eleventh (11th) month. The offer of employment by the Board for the eleventh (11th) month shall be made not later than March 30. The schedule is to be determined by the Director of Special Services.
5. The summer hours for all LDTC, Social Workers, Guidance Counselors and Speech Therapists shall be six (6) hours per day, not including lunch, Monday through Friday, except on holidays when the office is closed.
6. LDTC's, Social Workers and Speech Therapists shall be able to utilize sick leave during their summer employment pursuant to Article XII (Sick Leave).

ARTICLE VIII

SALARIES

- A. The salaries for all teachers covered by this Agreement shall be set forth in the Salary Schedules which are attached hereto and made a part hereof, except as otherwise provided below and consistent with the further provisions of this Article.
 1. Definitions of Terms:
 - (a) Prior Service - Prior teacher service shall include all public school, public college or university successful training experience, and any other federal or state-operated/approved and/or certified program which the Superintendent determines shall be given prior service credit based upon a full school year. All requests for prior service credit shall be submitted by an employee no later than ten (10) calendar days from the date of the Board's appointment and official notification of the requirement for prior service credit to the employee. Documentation must be submitted within sixty (60) days after appointment. Any exceptions shall be subject to the Superintendent's review. The Superintendent's determination of total prior years of employment which shall be given credit shall be made no later than ten (10) calendar days from the receipt of necessary documentation. Any requests and/or documentation for credit received after these deadlines shall be deemed waived.
 - (b) Local Service - Prior local service shall reflect years of service to the Board. A minimum of five (5) months of local service shall be required to gain a year's creditable service within the particular school year for ten (10) month employees. A minimum of six (6) months of local service shall be required to gain a year's creditable service within the particular school year for twelve (12) month employees. Such service may be counted only toward establishing continuous local teaching creditable years. All requests for prior local service credit shall be submitted by all employee no later than ten (10) calendar days from the date of the Board's appointment and official notification of the requirement for prior service credit to the employee. Documentation must be submitted within sixty (60) days after appointment. Any exceptions shall be subject to the Superintendent's review. Any requests and/or documentation for credit received, after these deadlines shall be deemed waived.

B. CREDITABLE SERVICE

1. In the establishment of creditable service years for adjustment on this schedule, years of service shall be the aggregate total of creditable years as provided under prior and local service.

2. Total of creditable years shall be equated with the corresponding step indicated on the salary schedule. The proper position for the succeeding year shall be established at the next step. Any teacher employed on or before February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.
3. Salary upon initial employment is negotiable and may or may not reflect total years of experience.
4. All teachers shall be placed on their proper step of the salary schedule reflecting their years of service for the Camden Board of Education plus total credited years of experience including prior credit. New teachers shall be placed on the current and actual steps of the salary guide.
5. In determining the beginning salary, a teacher may be granted up to three (3) full years of prior creditable experience and may be granted up to one-half (1/2) of the remaining creditable years of teaching experience.
6. Peace Corps, Vista and National Teacher Corps service may be granted for negotiations of initial salary.
7. Vocational trade experience may be granted for negotiation of initial salary and initial placement on the appropriate salary schedule.
8. Only local continuous teaching experience shall be considered as creditable service on non-degree track while an emergency certificate is held.
9. The Board of Education reserves the right to employ a teacher with public, private school, or vocational teaching experience on any step of the salary schedule when conditions require such action.

C. IMPLEMENTATION OF SCHEDULES:

1. All teachers shall receive their salary increment, if so entitled, and the salary schedule increase as negotiated.
2. Twelve (12) month employees shall receive all increment effective the first pay in July and ten (10) month employees shall receive an increment effective the first pay in September.
3.
 - (a) Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. Payments shall be made on the fifteenth (15th) and thirtieth (30th) of each month.
 - (b) Teachers who participated in direct deposit shall be entitled to receive their last June payment only if they have closed out their school obligations no less than three (3) days prior to the closing of school provided that the building administrator has given prior notice to the teachers of this deadline. If a teacher has not closed out his/her school obligations by the three (3) day limit, the teacher's paycheck shall be mailed.
 - (c) When a payday falls on or during a school holiday, employees shall receive their paychecks on the last previous working day.
 - (d) If a teacher is sick on a payday, he/she may pick up his/her paycheck between 2-4 p.m. in the payroll office, otherwise, the check will be mailed to the teacher's home.
 - (e) Extra compensation shall be paid on the 15th and 30th of each month. All stipends will be paid in separate checks from regular salary.
4. Rates of compensation shall be as established by this Agreement only and no other types of compensation shall be paid to teachers unless otherwise negotiated by the parties to this Agreement.

5. Upon completion of requirements for certification, the Vocational Education Teacher will move laterally in step to the Vocational Certified Teacher Guide. If the move is made at the beginning of a school year, the Vocational Education teacher will also receive an increment on the Vocational Certificated Teacher Guide.
6. Movement in step to the "B.A." training level on the salary scale shall be made as requirements are met.
7. Educational Advancement:
 - (a) To qualify for the BA+15, BA+30, MA+15, and MA+30, a teacher must have acquired the additional credits at the graduate level, after the highest degree granted. These credits shall be verified by an official transcript and they shall be in the applicable teacher's field or subject discipline, subject to approval of the Human Resources Director. One credit for the purpose of lateral movement shall also be granted for each mini-course so designated at the discretion of the Superintendent of Schools and completed by the teacher.
 - (b) A teacher who qualifies for additional training level (BA+15 to MA+30) shall be adjusted laterally in step to the appropriate training level in September, provided that notification has been submitted to the Superintendent's office before September 30. Notice after October 1 shall be applied to the next year. Those credits that have been approved in the past and where the teacher is currently on the BA+15 to MA+30 tracks shall be acceptable for the future to retain such teacher on his or her present track.
 - (c) A teacher receiving a Doctoral degree will, as of the first day of the succeeding month, receive a corresponding salary guide adjustment for having received a Doctoral degree. The Doctoral degree must be an educational doctorate or in an area related to an employee's assignment. The degree must be from an institution approved by the State of New Jersey as an accredited institution.
 - (d) Any teacher who completed the four (4) credits required for "Professional Growth (P.G.) For Educational Salary opportunities" (a feature of the schedule in effect during the 1964-65, 1965-66 school year) shall retain recognition established on the BA+15 to MA+30 schedule, as appropriate.
 - (e) A teacher who has satisfactorily completed an approved work-related training course, shall be eligible to receive credits toward educational credit advancement on the salary guide subject to the same procedures applicable to the educational credits. This provision excludes workshops or in services for which a teacher is compensated to attend. The decision as to whether a course is work-related shall be subject to the Superintendent's or his/her designee's determination.
8. A normal school teacher or nurse who holds a New Jersey permanent certificate, without degree, shall proceed on the Bachelor track of the Salary Schedule.
9. A teacher who has not had a degree conferred by a college and who does not hold a New Jersey Standard Teacher's Certificate, shall proceed on the non-degree schedule.
10. Nurses, other than those who are Vocational Education teachers, shall proceed on the salary schedule in accordance with their training and experience. (Non-degree nurses on the non-degree track, degree nurses on the degree track or beyond, as appropriate).
11. The Salary Schedule for guidance counselors, learning disability teacher consultants, social workers and speech therapists with standard certificates in their respective fields, shall be as set forth in Schedule "A" which is attached hereto and made a part hereof, consistent with the other provisions of this Article and that creditable teaching experience shall be counted in the application of the schedule.
12. Child Study Teams, including social workers, learning disability teacher consultants, and speech therapists, shall be paid additional annual compensation of One-thousand (\$1,000.00) Dollars.

D. EXTRACURRICULAR ACTIVITIES

1. Compensation for all extracurricular activities shall be as set forth in Schedule "B", which is attached hereto and made a part hereof.
2. Prior to accepting a position on Schedule B, the employee may meet with the Principal for a listing of required duties for the position.
3. Compensation for department head duties shall be as set forth in Schedule. "D", which is attached hereto and made a part hereof.
4. Compensation for D/S team leaders, elementary teachers in charge, and child study team leaders shall be set as forth in Schedule "E", which is attached hereto and made a part hereof.
5. Compensation for Summer School, Evening School, after school, Saturday program, and Home Instruction teachers shall be as set forth in Schedule "F", which is attached hereto and made a part hereof.
6. Grade Level Chairpersons in the elementary schools shall receive a stipend of \$500 which shall be added to Schedule G. Compensation for grade level chairpersons in the middle schools shall be as set forth in Schedule "G", which is attached hereto and made a part hereof. Teachers appointed and who work as a grade level chairperson, during the term of the 1999-2002 contract, shall be eligible to receive compensation set forth in Schedule G. All courses shall be at the graduate level, except undergraduate course may be considered for approval in the following areas: 1) technology; 2) ESL/Bilingual - emergency or provisional certificate; 3) Special Ed-emergency or provisional certificate.
7. Stipends for ESL, teachers shall be as set forth in Schedule H which is attached hereto and made a part thereof. Teachers who received their stipends under the 1987-90 Agreement shall be eligible to continue to receive said stipend during the term of this Agreement. Teachers hired, assigned or transferred to these positions after July 1, 1990 shall not be entitled to receive stipends.

E. SUMMER WORK

The stipend for summer work for Guidance Counselors, Social Workers, LDTC's and Speech Therapists shall be as set forth in Schedule "F."

F. BILINGUAL TEACHERS

1. Only teachers who possess a bilingual certification shall be entitled to receive the \$500.00 additional compensation for serving as a Bilingual Teacher.
2. The Camden Board of Education's obligations, under the terms of this Agreement, to pay the additional compensation as set forth herein, is subject to the availability of federal monies.

G. SPECIAL EDUCATION TEACHERS

1. Special Education Teachers, who received under the 1981-83 Agreement, an annual Stipend of \$300.00, shall continue to receive said annual stipend during the term of this Agreement. Only those Special Education Teachers receiving this stipend as of June 30, 1983 shall continue to receive same during the term of this Agreement.
2. Any person hired, transferred, reassigned, promoted and so forth to the position of Special Education Teacher July 1, 1983 or thereafter shall not be entitled to receive additional compensation for exercising the duties of a Special Education Teacher.

H. OVERTIME

For all employees, overtime at time and one-half, shall be paid only after forty (40) actual work hours per week, exclusive of all leave time. All overtime must be preauthorized by an employee's direct supervisor/ director.

I. PAYCHECKS

Effective 9/1/03, paychecks are to be placed in individual envelopes.

J. FLEXTIME

During the term of this Agreement, for any Board approved student program or initiative, the Superintendent may request a flex schedule. No new flex schedule shall be implemented until all mandatorily negotiable terms and conditions related to such flex schedule have been negotiated by the Board's and CEA's negotiations' teams.

Effective 7/1/03, for the term of this Agreement, unless the program is eliminated, there shall be the following existing flexitime schedule:

Twilight Program

12 p.m. - 7 p.m. (M-F) No extra compensation
Participation in this program is voluntary.

K. TRAVEL

1. Every reasonable effort shall be made by the Board to insure that teachers who are assigned to more than one school shall not be required to engage in an unreasonable amount of inter-school travel consistent with performing a schedule of assignments established in the best interests of the school system.
2. (a) Teachers who are required to use their own automobiles in the performance of their duties, and teachers, including, but not limited to WECEP teachers, special area teachers, child study ~~teachers~~ and resource teachers/persons, who are assigned to more than one (1) school per day (for the mileage only between Schools) shall be compensated at the rate determined by the Internal Revenue Service for personal automobile usage for employment purposes. In District travel within a thirty-six (36) mile radius shall be compensated up to an annual maximum of Five Hundred (\$500.00) Dollars.
- (b) Effective July 1, 2000, Health and Social Services Coordinators who are required to use their automobiles in the performance of their duties, shall be compensated at the IRS mileage rate. In-district travel within a thirty-six (36) mile radius shall be compensated up to an annual amount of Seven Hundred (\$700.00) Dollars.
3. No travel allowance shall be paid for the year until the employee provides proof of paid and active automobile insurance, a valid car registration, a valid driver's license (not suspended), in addition to a mileage log.

L. INCLEMENT WEATHER GRACE PERIOD

Subject to the Superintendent's approval, a reasonable grace period shall be allowed teachers to report to school during inclement weather. The determination of inclement weather shall be subject to the Superintendent's determination and shall not be grievable or arbitrable.

M. LATENESS GRACE PERIOD

All employees shall be entitled to ten (10) grace periods of no more than five (5) minutes each for reporting to duty in a year (July 1 - June 30).

N. LONGEVITY

	<u>2006-2009</u>
10 yrs. + 1 day	\$600
20 yrs. + 1 day	\$1,200
30 yrs. + 1 day	\$1,800

Service shall be consecutive full years of service in the District. Longevity shall be paid during the year on pay days. Longevity shall not be considered part of base salary.

In 2006-2007, six hundred dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1984 to January 31, 1994 and who had completed ten (10) or more consecutive years of service to the school district. One thousand two hundred dollars (\$1,200.00) shall be paid to each employee who had been hired from February 1, 1974 to January 31, 1984 and who had completed twenty (20) or more consecutive years of service to the school district.

In 2007-2008, six hundred dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1985 to January 31, 1995 and who had completed ten (10) or more consecutive years of service to the school district. One thousand two hundred dollars (\$1,200.00) shall be paid to each employee who had been hired from February 1, 1975 to January 31, 1985 and who had completed twenty (20) or more consecutive years of service to the school district.

In 2008-2009, six hundred dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1986 to January 31, 1996 and who had completed ten (10) or more consecutive years of service to the school district. One thousand two hundred dollars (\$1,200.00) shall be paid to each employee who had been hired from February 1, 1976 to January 31, 1986 and who had completed twenty (20) or more consecutive years of service to the school district.

O. SPLIT CLASSES

Effective July 1, 1996, elementary teachers (regular and family school) who teach split classes (e.g. 3/4; 4/5) for the year shall be entitled to a \$600 annual stipend.

ARTICLE IX

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct the dues of the Association in accordance with the provisions of Statute and the appropriate rules and regulations, upon proper notification by the Association to the Secretary of the Board.
- B. The Association agrees to save the Board harmless from any action by the Association regarding funds involved in the implementation of this Article after those funds have been transmitted to the representative designated by the Association.
- C. The Board agrees to deduct appropriate amounts authorized by teachers who wish to participate in the Deferred Annuity Program.
- D. 1. The Association will submit to the Board, prior to November 1, a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees the amount of the representation fee which shall be an amount equal to eighty-five (85%) percent of those dues certified by the Association, and promptly transmit the amount so deducted to the Association.

2. If an employee who is required to pay an representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to such employee during the membership year in question.
 3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.
 4. On or about the last day of each month, after November 1, the Board will submit to the Association a list of all employees who began their employment during the preceding thirty (30) day period. The list will include names, job titles and date of employment for all such employees and, effective July 1, 1988, assignment location.
- E. In addition to those taxes already being deducted, the Board will implement the deductions for city wage tax and state taxes for residents of Philadelphia, Pennsylvania, and Delaware. This shall be at no cost to the Board.
 - F. The Board agrees to make available a payroll deduction to the South Jersey Federal Credit Union. This shall be at no cost to the Board.
 - G. The Board agrees to make available electronic direct deposit of employee's paychecks, provided the employees individually authorize the Board to do so. The Board shall have the discretion to select the originating bank in which it will directly deposit the paychecks of participating employees. It shall be the employee's responsibility to notify the bank with any instructions regarding the money deposited by the Board. This shall be at no cost to the Board.
 - H. There shall be a maximum of five (5) tax-sheltered annuity companies that may be utilized by employees. In order to be approved, each of these companies must have a minimum of fifteen percent (15%) of the membership of the bargaining unit. The two (2) companies operating in this district in 1995-1996 are exempted from the fifteen percent (15%) requirement.

ARTICLE X

EVALUATION PROCEDURES

- A. General Procedures
 1. All evaluations of the work performance of all teachers shall be conducted openly. Teachers shall be informed when an evaluation, of which a record will be made, is being conducted. The use of eavesdropping, tape recorders, cameras, and other electronic devices shall not be used in observation of a teacher's performance without the permission of the teacher. This in no way prohibits the Board from using such devices for security purposes.
 2. The person conducting an evaluation of a teacher, of which a record has been made, shall meet with the teacher within ten (10) working days after the evaluation, to review it with the teacher. The teacher shall be given a copy of the evaluation report at least one (1) day before any conference. No evaluation report shall be submitted to the central office, placed in the employee's file, or acted upon without prior conference with the employee.
 3. The teacher shall review and sign the evaluation report. The teacher's signature indicates receipt of the report and does not necessarily indicate agreement or disagreement with the report. No teacher shall be required to sign a blank and/or incomplete report.
 4. A teacher has a right to submit a written rebuttal to an evaluation, within ten (10) working days from the conference. The rebuttal shall then be treated as a part of the evaluation.
- B. Evaluations

1. In an attempt to provide a basis for teacher improvement and to measure teacher effectiveness, all teachers shall be subject to periodic observation and evaluation of their work. For each tenured teacher, this shall occur not less than two (2) times each school year. One (1) evaluation shall be completed by January 31st and the second evaluation shall be completed by May 31st of the academic year. For each non-tenured teacher, this shall occur not less than four (4) times each school year. Two (2) evaluations shall be completed by January 31st and two (2) more evaluations shall be completed by April 30th of the school year.
2. Evaluation forms shall be developed by the Board, in consultation with the CEA.
3. Evaluation reports shall include a narrative summary listing the strengths, commendations, areas recommended for continued growth, and specific suggestions for improving areas where a weakness has been identified.
4. Evaluations shall remain in a teacher's personnel file as official work performance records.

ARTICLE XI

PERSONNEL FILES

- A. Teachers shall have the right, upon request, to review the contents of their personnel file two (2) times per year. Confidential recommendations which were submitted upon the teacher's employment in the school system would not be subject to this review.
- B. If there is any material in the personnel file which the employee believes to be derogatory, the employee may submit a written answer to such material which shall be placed in the file.
- C. All teachers shall have the right to make copies of any documents in the personnel file.
- D. The Board shall establish one official personnel file for each employee.
- E. If a complaint regarding an employee is made to any administrator by any parent, student or other person, and if the administrator makes a written memo concerning the complaint or if the complaint is in writing and either the administrator's memo or the written complaint is placed in the employee's file, the employee shall be notified of the complaint before placement in the file. The employee may prepare a written response to be attached to the written memo or complaint.

ARTICLE XII

SICK LEAVE

- A. All teachers shall be entitled to thirteen (13) accumulative sick leave days as of the first official day of the school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Up to three (3) days of accumulated sick leave may be utilized as family leave days. An employee who resigns, retires and/or is terminated prior to the end of the academic year, shall have a pro rata accounting made of his/her sick days earned and used during the last year. Any days, used that have not yet been accrued shall be reimbursed to the Board by a payroll deduction in the employee's last check.
- B. Teachers shall be given each year, by January 31st, a written accounting of accumulated sick leave days as of September 1st of that school year.
- C. All persons initially hired after September 1st shall, during their first year of employment, be entitled to use sick days on a pro-rata basis, depending upon the number of months worked in the first year.

- D. Unused sick leave days accumulated during the regular school year may be used during summer employment assignments.
- E. Upon retirement from the Camden schools, teachers hired on September 1, 1987 and thereafter shall be paid ninety (\$90.00) dollars for each unused sick leave day accumulated at the time of retirement, up to a maximum of fifteen thousand dollars (\$15,000). Upon retirement from the Camden School District, teachers hired prior to September 1, 1987 shall be paid ninety dollars (\$90.00) for each unused sick leave day accumulated at the time of retirement. If a teacher dies, his/her estate shall receive the value of the accumulated sick days.
- F. Effective with the 1988-89 school year, a Sick Leave Bank shall be established for the purpose of providing compensable leave coverage to bargaining unit members who are absent for an extended period due to life-threatening illness or catastrophic injury. This Bank shall operate in accordance with the following rules and regulations.
1. The Sick Bank shall become effective and be implemented July 1, 1988.
 2. In order to be eligible to participate, an employee must donate one day to the sick bank once every five (5) years. If an employee leaves the district, he/she may donate his/her accumulated sick days to the sick bank. The enrollment period shall be from October 1 to October 31, inclusive. Donated days in the 2005-2006 school year shall count towards the five year period.
 3. The Board shall add one (1) day to the Sick Bank for every four (4) days contributed by the teachers.
 4. The Sick Leave Bank shall be available only to those teachers who have: a) exhausted all of their earned and accumulated leave time (ex. vacation, sick, personal), and b) have been absent a minimum of thirty (30) consecutive workdays.
 5. A teacher who is eligible to utilize the Sick Bank must submit a written request to do so to the Superintendent or his/her designee. The Board shall provide the Association President with the name(s) of the person(s) requesting use of the sick bank and the number of sick days being requested. The request shall outline the nature of the problem and the reason(s) for the requested use of the Bank and shall include medical verification of illness, injury or disability. Verification of continued disability may be required at reasonable intervals. The Board reserves the right to have the bargaining unit member examined by medical personnel of its choice.
 6. A teacher's use of the Sick Bank shall be subject to approval of the Superintendent, HR Director and the Board.
 7. A teacher shall be entitled to no more than 150 Sick Bank days in a year (July-June).
 8. Sick Leave Bank days cannot be extended automatically from one work year to another. Beginning the next year, an employee who is unable to return to work must use his/her accumulated sick leave days before drawing upon the Sick Leave Bank.
 9. The Association shall be provided an annual report on the disbursement of sick days by the Bank no later than August 1st.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

- A. All teachers shall be entitled to two (2) personal leave days without refund each school year, provided that a formal request is initiated. Said request shall be approved by the Superintendent and shall have been submitted at least five (5) work days prior to the day requested, except in extreme emergency. A copy of the request shall be filed with the immediate superior (Supervisor or Principal) at the same time it is forwarded to the Superintendent. Except in extreme emergency, personal leave shall not be granted prior to September 15th or after June 1st, or immediately prior

to or after any scheduled vacation period or school holiday. Any personal leave days not utilized by the teacher during the school year shall, all the end of the school year, be accumulated and added to the individual teacher's sick leave accumulation.

- B. Employees hired after February 1st shall not be entitled to any personal days in their first year of employment. Employees hired on or before February 1st shall only be entitled to use their personal days after they have worked ninety (90) days.

BEREAVEMENT PAY

- C. In case of absence on account of death of a husband or wife, mother or father, son or daughter, brother or sister, full salary shall be paid for a period of up to five (5) consecutive workdays, which shall commence no later than three (3) days after the date of death. The use of other leave time, e.g., vacations, shall not extend the available funeral leave time under this provision. This provision will also apply in the case of death of a resident member of the immediate household of the teacher.
- D. In case of absence on account of death of father-in-law, mother-in-law, grandchildren, grandparents or great-grandparents, full salary shall be paid for a period up to three (3) consecutive workdays, which shall commence no later than three (3) days after the date of death. The use of other time, e.g., vacations, shall not extend the available funeral leave time under this provision.
- E. One (1) day's absence without loss of pay shall be allowed to attend the funeral of aunt, uncle, niece, nephew, first cousin, or any in-law not covered by the preceding paragraphs, when such funeral services occur from Monday through Friday.
- F. Teachers may be allowed to attend the funeral of a co-worker or student without loss of pay upon receiving such permission from the Superintendent.
- G. All employees taking bereavement leave under Section C, D, E and/or F shall submit a signed certification to the Human Resources Director verifying the relationship of the deceased to the employee and the date of death no later than five (5) working days after an employee returns from bereavement leave. The certification shall be on a standard form provided by the Board's Human Resources office.
- H. Teachers receiving a college degree, or whose son, daughter, husband or wife is receiving a High School Diploma or college degree, may be allowed one (1) day's absence to attend the graduation exercises without loss of salary. Request for such permission must be made in writing to the Superintendent five (5) days in advance.
- I. All military service absence by teachers of not more than ten (10) working days annually for temporary, short-term military service shall be treated as "Absence with Permission" requiring no refund, and shall not be counted as part of vacation days. Absence in excess of ten (10) working days shall require full refund.
- J. For absence to be married, all teachers shall be granted leave of absence not to exceed one (1) calendar week. Payroll deductions for this absence shall be in accordance with Administrative Manual regulations and with rates set for absences.
- K. All requests for permission to be absent for reasons other than illness must be made in writing to the Superintendent and submitted for Board review and approval.
- L. Teachers who are required to serve jury duty shall receive their full salary for the day(s) served and remit to the Board the amount of their jury pay.
- M. Effective July 1, 2000 all certified staff shall be entitled to take up to two (2) professional days each year for attendance at seminars or workshops which relate to the employee's job duties.

ARTICLE XIV

EXTENDED LEAVE OF ABSENCE

- A. A leave of absence without pay of up to one (1) year may be granted to any teacher who joins the Peace Corps, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited public college or university.
- C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment. This shall not apply beyond one tour of duty of enlistment.
- D. Any teacher who becomes pregnant shall be entitled to use sick leave pursuant to Article XII of the Agreement for pregnancy related illness or disability and/or to take unpaid maternity leave subject to the procedures set forth below.

General Procedures:

- 1. Any teacher who becomes pregnant shall notify the Principal or Superintendent in writing within three (3) months of the pregnancy.
- 2. After the fifth month of pregnancy, the teacher shall furnish the Superintendent with a certificate from an obstetrician or gynecologist stating that she is physically capable of performing the duties of her position.
- 3. If a principal finds that a teacher's pregnancy interferes with the performance of her duties, the principal shall document such in writing and shall forward the matter to the Superintendent or his/her designee for review and determination of the teacher's ability to continue to teach.
- 4. After childbirth, the teacher may return to work within six (6) weeks, unless the teacher submits a written report and/or documentation from her obstetrician or gynecologist stating that she is not medically fit to perform all the duties of her position. A teacher shall submit proof of the date of birth of the child.
- 5. If a Principal finds that a teacher's condition after pregnancy interferes with the performance of her duties, the Principal shall document such in writing and shall forward the matter to the Superintendent or his/her designee for review and determination of the teacher's ability to continue to teach.
- 6. No teacher shall be required to provide medical diagnosis of any medical condition other than as requested by the Superintendent and/or Chief Medical Examiner or Human Resource Director.

Sick Leave:

- 1. Teachers are entitled to use sick leave for pregnancy-related illness or disability upon submission of satisfactory proof and/or documentation of such illness or disability. This proof and/or documentation shall be subject to the approval of the Superintendent or his/her designee.
- 2. Bargaining Unit Members who are absent for more than three (3) consecutive days must bring in a doctor's note.
- 3. Bargaining Unit Members who are absent for more than five (5) consecutive days must file a medical certificate stating the nature of the illness pursuant to the provisions of Article XII of the

Agreement. The certificate shall be placed in a sealed envelope by the teacher, marked confidential and submitted directly to the Human Resources Director. It shall remain confidential and be placed in a confidential file.

4. No teacher on maternity leave or on any other type of unpaid extended leave is entitled to the use of sick leave.

Maternity Leave:

1. Maternity leave shall be granted to any teacher who becomes pregnant should such teacher fail to provide the medical certificate required pursuant to Section D.2, above, or who is determined to be unable to perform her duties by reason of her pregnancy, in accordance with Section D.3. above.
 2. Maternity leave may be granted at any time during pregnancy upon presentation of a certificate from an obstetrician or gynecologist stating that such medical leave is vital to the teacher's health.
 3. A teacher shall be permitted to return from maternity leave upon satisfying the certification requirements set forth in Section D.4. above, provided that no determination of unfitness is made in accordance with Section D.5 above.
 4. A teacher who exhausts her sick leave for pregnancy-related illness or disability may, at that time, be granted a maternity leave.
- E. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured teacher's immediate family. Additional leave may be granted at the discretion of the Board.
- F. The Board may grant a leave of absence without pay to any teacher to serve in a public office.
- G. Other leaves of absence without pay may be granted by the Board for good reason.
- H.1. Upon return from leave granted pursuant to this Article, a tenured teacher shall be considered as if actively employed by the Board during the leave provided, however, that time spent on said leaves shall not count or accrue toward the fulfillment of the time requirements for acquiring increment credit. Nor shall a teacher receive increment or experience credit for time spent on an unpaid leave granted pursuant, to Sections D, E, F or G of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure. Applications for leave are subject to the approval of the Superintendent and the Board of Education. This provision shall be applied consistent with applicable statute and/or regulation.
2. All benefits to which a teacher was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon return, and every effort shall be made to assign the teacher to the same position which was held at the time said leave commenced, if available.
- I. All extensions or renewals of leaves shall be applied for in writing. If the Board approves such application, the teacher shall be notified in writing.
- J. Teachers granted an extended leave of absence shall be notified by a written letter from the Board of their rights to insurance benefits while on said leave.
- K. None of the language contained within this Article shall be intended to eliminate or limit leave benefits already experienced by employees, but rather to bring the language in line with the existing state and federal family leave laws. Additionally, any teacher taking a leave of absence under this Article, which leave of absence would otherwise qualify as a leave of absence under the Family and Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA), shall be required to take FMLA and NJFLA leave in conjunction therewith. The Side Bar Agreement regarding extended leaves of absence from the 1999-2006 contracts are now deleted.

ARTICLE XV

SABBATICAL LEAVE

- A. The main purpose of sabbatical leave shall be for professional advancement.
- B. A teacher who submits a program of study for a sabbatical leave shall undertake a full program. For purposes of this Article, "full program" shall be defined as a minimum of twelve (12) hours of graduate study per semester.
- C. A teacher may be granted a sabbatical leave of absence after seven (7) years of continuous employment in the Camden City School District.
- D. No More than three (3) teachers may be granted sabbatical leave during any school year.
- E. Application for Sabbatical Leave:
 - 1. A written application must be filed with the Superintendent no later than January 1, preceding the school year for intended leave.
 - 2. Must have a written statement attached setting forth the purpose of the leave, plan of the activity to be pursued, nature of the proposed course of study and subjects, area of study, and anticipated value of the experience to the individual in improving his/her professional competency and ability to serve the system.
 - 3. Application is to be submitted to the Superintendent or his designee and is subject to approval or disapproval by the Board.
- F. Reimbursement will be as follows:
 - 1. Reimbursement will be granted at the rate equal to seventy-five (75) percent of the salary the teacher would have received if he/she remained on duty.
 - 2. Payment or reimbursement to be made in accordance with regular payroll dates. Reimbursement shall not commence until the employee presents written confirmation of a program of study from an accredited college or university.
- G. While on leave, the teacher shall not engage in gainful employment except by written agreement with the Board. Scholarships and fellowships do not constitute gainful employment.
- H. All sabbatical leave time shall be recognized for the purposes of salary increment, pension eligibility and all other employee benefits.
- I. General conditions governing sabbatical leave are:
 - 1. Five (5) contractual years must have passed since the first sabbatical for an individual to become eligible for another.
 - 2. The teacher shall agree in writing to return to his/her position (or a comparable one) in the school system for a period of at least three (3) consecutive years following the completion of his/her leave. In the event the teacher does not return, he/she shall reimburse the Board of Education for the amount of money received for sabbatical leave.

ARTICLE XVI

PROTECTION OF TEACHERS AND THEIR PROPERTY

- A. The Superintendent of Schools shall appoint a committee to study incidents of assault and accident involving teachers which may be connected with their employment and shall file a report with the Board of Education through the Superintendent on each incident. Membership of this committee shall be selected from names recommended to the Superintendent by the Association, such recommendations to be submitted by July 1st each year.
- B. Teachers shall immediately report cases of assault or accident on or off school property, while conducting official Board duties in connection with their employment, to their principal or other immediate supervisor using a standard form designed to report cases of assault and accident. The principal or immediate supervisor shall make available to teachers said standard form upon request. The completed form shall be immediately forwarded to the Superintendent by the principal or immediate supervisor. The Association may consult with the Superintendent, who shall comply with any reasonable request from the Association for information in the possession of the Superintendent relating to the incident or person involved, subject to review by the Board Solicitor.
- C. A joint committee of members appointed by the Superintendent and members appointed by the Association shall review emergent and non-emergent health and safety conditions.
- D. Any case of assault on a teacher on or off school property when the employee is engaged in school business shall be promptly reported in writing to the principal, Superintendent, and school nurse.
- E. The Board of Education agrees to prosecute to the fullest extent permitted by law any person or group of persons involved in an assault against a teacher or vandalism or theft of his/her property while such teacher is in the performance of his/her assigned duties.
- F. Each school year, the Board of Education shall schedule, during regular working hours, an in-service program in each building to deal with security and safety. Such in-service shall deal with specific responsibilities of both the Administration, building and central, and teachers in working towards a healthful and safe work place.
- G. No employee shall be required to put his/her social security number on any board document other than job and/or promotion applications, government documents or as otherwise provided by law. In those instances where a social security number will not be required, an employee identification number will be required.

ARTICLE XVII

INSURANCE PROTECTION

- A. For the duration of this Agreement, the Board will continue to assume the cost of one hundred (100%) percent of individual employee and dependent coverage, where appropriate, for health and major medical coverage at the same level of benefits and coverage as provided in the 1999-2002 Agreement and 2002-2003 Addendum.
- B. For the duration of this Agreement, the Board will continue to assume one hundred (100%) percent of the individual employee and dependent coverage, where appropriate, for the prescription drug insurance program. Effective thirty (30) days after ratification, the co pay for generic prescription drugs shall be \$10.00 and the co-pay for non-generic prescription drugs shall

be \$15.00. The mail order prices shall be \$10.00 for generic prescription drugs and \$15.00 for non-generic prescription drugs.

- C. Effective July 1, 2007, the Board of Education shall provide dental coverage for the employee and his/her family at a level equal to or better than that which existed prior to this Agreement. The carrier for the dental program will be selected by the Board of Education in its discretion after consultation with the Association.
- D. Effective July 1, 1992, the Board shall provide optical insurance coverage for the employee and his/her family.
- E. Any and all premium increases levied by the carriers during the life of the Agreement, for the insurance provided for in Sections A, B, C and D shall be borne by the Board. Premiums for the Agreement shall constitute the Board's future premium liability, unless and/or until an increase, thereon is negotiated during the course of the contract negotiations for a successor to the 2003-2006 Agreement.
- F. Effective July 1, 1997, if two (2) spouses (husband and wife) are employees, and one (1) of them voluntarily agrees not to take any of the above insurances (health, if permitted; prescription; dental; and/or optical) that employee shall be paid one-half (1/2) of the annual premium for that insurance for the year not taken. The payment shall be made in two (2) payments, in December and in June. The employee must remain an active employee for the year to be entitled to this payment. If the status of the employee changes, he/she may return to the coverage provided for in this Article. The Board of Education shall establish a Section 125 Plan.

ARTICLE XVIII

TUITION REIMBURSEMENT

- A. Effective July 1, 2003, a total of one hundred twenty-five thousand dollars (\$125,000) shall be available for tuition reimbursement.
- B. Effective July 1, 1997, a teacher must have completed one (1) year (10 months) of employment in order to be eligible for tuition reimbursement.
- C. Teachers may apply for tuition reimbursement for courses taken at an accredited college or university by submitting a written request to the superintendent or his/her designee a minimum of one (1) month prior to the commencement of a course. The application for tuition reimbursement shall include all reasons for taking a course or courses. All courses must be directly related to an employee's teaching duties.
- D. All courses shall be at the graduate level, except undergraduate courses may be considered for approval in the following areas: 1) Technology; 2) ESL/Bilingual - emergency or provisional certificate; 3) Special Education - emergency or provisional certificate.
- E. Approval of courses shall be subject to the Superintendent or his/her designee. This decision shall be made at least two (2) weeks prior to the commencement of the course(s).
- F. Tuition reimbursement shall be contingent on a teacher receiving a grade of "C" or better. The teacher must submit an official transcript upon completion of the course(s).
- G. Tuition for a course shall be paid at the State Teachers' College rate of pay.
- H. Teachers entitled to tuition reimbursement shall be paid in accordance with their position on the eligibility list. No teacher receiving tuition reimbursement shall receive more than \$450.00 per semester under this article.
- I. The Association shall be provided by the Board with a list of teachers and the final amount each had received for tuition reimbursement.

- J. Effective July 1, 2000, any teacher who receives any tuition reimbursement during an academic year must remain in the Board's employment for three (3) full academic years after receipt of the tuition otherwise he/she shall be responsible for repaying the full amount of the tuition received. The only exception is if the employee is terminated for cause or non-renewal.

ARTICLE XIX

CURRICULUM STEERING COMMITTEE

- A. The Curriculum Steering Committee shall include twelve (12) teachers selected for membership to the Committee by the Association. The Chairperson of this Committee shall be the Assistant Superintendent for Curriculum and Instruction or his/her designee.
- B. The function of the Committee shall be to assist in the development of curriculum and the improvement of instruction in the Camden Schools. To perform this function the Committee shall:
1. Prepare recommendations to the Superintendent and Board of Education Policy Committee for developing policies pertaining to curriculum development and the improvement of instruction.
 2. Continually study the curriculum and make recommendations for its further development.
 3. Prepare recommendations for the further improvement of the instructional program.
 4. Recommend policies governing the examination and evaluation of the total education program from kindergarten through adult education.
 5. Prepare recommendations on professional growth and in-service education that will assist in the development of greater professional competency among the entire staff.

ARTICLE XX

SITE-BASED MANAGEMENT

- A. Common Philosophy - The parties agree that achieving the overall objective of improved student achievement can best be accomplished in an environment that allows collaborative planning of educational programs and resources needed for the implementation of the same. Wherever possible, this planning shall include individual staff members, parents, students and administrators who will directly assist in the implementation of the school's plans.
- B. Site-Based Planning is a process by which the staff is brought into the actual collaborative planning. The school staff and the administrators at the worksite join in planning and implementing plans affecting educational programs and needed resources.
- C. A district site-based joint committee shall be established promptly after the effective date of the collective bargaining agreement. This committee shall provide support and guidelines for the site-based planning teams (SLC as in Abbott Regs) in all schools throughout the district.
- D.1. This committee shall consist of fifteen (15) members. Eight (8) members shall be selected by the Association and seven (7) members consisting of principals, students, teachers and parents shall be selected by the Superintendent.
2. The committee shall be co-chaired by designees from the Association and the Administrative staff.
 3. The Association shall ensure that the interest of all school restructuring programs and staff (instructional and non-instructional) shall be represented on the committee inclusive of special education, bilingual, elementary and secondary.
 4. The function of the joint committee shall be to:

- a. Prepare recommendations to the Superintendent for developing policies pertaining to the site-based planning process (SBPP).
 - b. Continually study the SBPP and make recommendations for its further development.
 - c. Prepare recommendations for the further improvement of site-planning.
 - d. Recommend policies governing the examination and evaluation of the total SLC (as in Abbott Regs).
 - e. Prepare recommendations on professional growth and in-service education that will assist in the development and implementation of site-based planning.
5. The joint committee shall develop guidelines for the operational procedures of the committee and shall meet not less than three (3) times during an academic year.
6. The joint committee shall ensure that the school planning teams operate as per all applicable federal and state regulations, and school board policy; including, but not limited to the following:
- (a) That an approval of no less than 85% of the staff be required to implement or to repeal an arrangement or decision.
 - (b) A staff member who does not agree to such a change shall have the option to request a transfer in accordance with the appropriate Article of the contract.
- E. If a staff member, by reason of decision by her/his SLC (as in Abbott Regs) and principal, work beyond the regular workday or during her/his preparation period, he/she shall be compensated in accordance with the applicable provision(s) of the contract. Staff members may have the option to volunteer their time by completing the appropriate form mutually agreed upon by the Board of Education and CEA.
- F. In the event there is conflict between district policy and/or the collective bargaining agreement and a proposal by the joint committee or any SLC (as in Abbott Regs), the Board of Education and the CEA shall, in a timely manner, consider and decide whether or not a waiver or a change in the conflicting policy or agreement is appropriate. A request for a waiver for a district/site or contract requirement may be submitted to the joint committee by a SLC (as in Abbott Regs) for review and recommendation to the Board of Education and CEA. Once approved by both parties to this Agreement, such a waiver or change shall become part of this Agreement and attached hereof. In the event a building decides to rescind a waiver, the process outlined in sections D6 and F shall be implemented.

ARTICLE. XXI

CLASS SIZE

- A. It is recognized by the Board and the Association that the pupil-teacher ratio is an important aspect of an effective instructional program. Therefore, it is agreed that every effort shall be made to keep class sites at an acceptable number as dictated by available building facilities, numbers of adequate teaching stations, and the number of pupil stations available in the room, for the best interest of the school district.
- B.1. On or before October 15 each year, the Superintendent will supply the Association with an accurate up-to-date report of the number of pupils in every class in the system.
2. Within two (2) weeks of the presentation of this report to the Association, the Superintendent shall meet with representatives of the Association and attempt to make appropriate adjustments as recommended by the Association.

ARTICLE XXII

EMPLOYEE ASSISTANCE PROGRAM

The Board agrees to maintain an Employee Assistance Program.

ARTICLE XXIII

BOOKS AND INSTRUCTIONAL MATERIALS

- A. Instructional materials used in the Camden School District shall reflect the multi-ethnic, multi-religious and non-religious nature of our society and shall evidence a sensitivity to prejudice, to stereotypes, and to materials offensive to minority groups and women.
- B. Each Bilingual, Special Education department, group of Bilingual, Special Education teachers, or individual Bilingual, Special Education teacher shall have the right to submit orders for needed books or supplies as other groups of teachers are so permitted.

ARTICLE XXIV

SUPERVISION OF STUDENT TEACHERS

- A. Supervision by a teacher of a student teacher shall be voluntary.
- B. The teacher shall receive the request to take a student teacher within a reasonable time before the assignment and every attempt shall be made for the request to be made four (4) weeks prior to the student's introduction to the classroom.

ARTICLE XXV

ASSOCIATION - ADMINISTRATION LIAISON

- A. Building principals or the Administrator in Charge shall meet regularly with a single committee of employee representatives selected by the Association from the building to maintain a liaison with the building administration. The committee may meet with a building principal or the Administrator in charge within one (1) week of a written request for such meeting. This request shall set out the matters to be discussed. There shall be no more than one (1) meeting per month unless otherwise agreed.
- B. This liaison committee shall be limited to a maximum CEA membership of four (4) representatives.
- C. Superintendent - Camden Education Association Liaison Committee. The Superintendent shall meet regularly with a single committee of representatives, selected by the Association, to maintain a liaison with the central Administration. The Camden Education Association shall designate a maximum of four (4) representatives, two (2) from the Teachers' Unit and two (2) from the Support Unit, to serve on the Committee. The Committee may meet with the Superintendent within one (1) week of a written request for such meeting. This request shall set out the matters to be discussed.

ARTICLE XXVI

REDUCTION IN FORCE

- A. If a reduction in force is being considered, the Board shall notify and consult with the Association as soon as practical but not less than sixty (60) days before the layoff is to take place.
- B. Any reduction in force shall be carried out according to the following standards for teachers:
 - 1. No tenured teachers will be laid off before non-tenured teachers.
 - 2. Length of service in the district shall dictate the order of layoff for elementary teachers.
 - 3. Length of service in a department city-wide shall dictate the order of layoff for secondary teachers. A teacher with less service in a present department but more service in a previous department may revert to the previous department.
 - 4. In the case of teachers with identical seniority, the level of certification shall be the standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
 - 5. In the case of identical certification, the accumulation of credits toward standard certification shall be the Standard.
 - 6. In the case of all the above factors being equal, teachers will be considered on the basis of their evaluation ratings with the least satisfactory to be released from service first.
- C.
 - 1. Teachers on layoff shall be considered as awaiting recall.
 - 2. Teachers on layoff shall be recalled in reverse order of layoff when vacancies occur.
 - 3. While teachers are on layoff, there will be no new hires for unit positions unless:
 - (a) No teacher on layoff is certified to fill the vacant position.
 - (b) All certified teachers on layoff decline the offer to fill the vacancy.
 - (c) No teacher on layoff requests the vacant position within thirty (30) days from the time of the notice of its availability.
 - 4. All teachers on layoff and the Association shall receive written notice of the deadline time for them to exercise recall rights at least sixty (60) days before such deadline.
 - 5. Teachers on layoff shall retain recall rights for at least three (3) years.
- D. A list establishing the order of recall according to the above standards shall be drawn by agreement between the Board and the Association.
- E. All provisions of this Article shall be interpreted and/or implemented in accordance with statutes, regulations and case law.

ARTICLE XXVII

TEACHER WORK YEAR

- A. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred and eighty-five (185) days. Teachers new to the district may be required to attend three (3) additional days of orientation.
- B. 1. Site Managers, Health and Social Services Coordinators, Crisis Counselors and all other members of the bargaining unit employed on a twelve (12) month basis shall work from July 1 to June 30.
- 2.
 - (a) All Site Managers, Health and Social Services Coordinators and Crisis Counselors shall be entitled to twenty-one (21) vacation days annually (July 1 June 30), accrued all the rate of one and three-quarter (1 and 3/4) days per month.
 - (b) Individual vacation schedules shall be mutually agreed upon by the employee and his/her immediate Director/Coordinator. The Director/Coordinator shall reserve the right to disapprove a vacation schedule if work needs require. In the event of such disapproval, the employee may submit an alternative schedule.
 - (c) Vacation time shall be taken in the year (July 1 - June 30) immediately after the service year in which the vacation time has been earned. No vacation time shall be granted in the months of September and June, unless approved by the Superintendent. Employees who resign, retire, or are terminated during the year shall be entitled to a pro-rated number of vacation days, as of the effective separation date. All vacation must be accrued for time worked and shall not be accrued if an employee is on unpaid leave or on absence without pay for more than 50% of the available work days for the month.
 - (d) All vacation shall be taken in full days. At least one (1) one week prior notice shall be given to the appropriate Director/Coordinator. Vacation days are not cumulative.
- C. Effective July 1, 1996, the position of Athletic Trainer shall be a ten (10) month position from August 15th through June 15th of the next successive year. See Schedule B for stipend.
- D. The Superintendent shall present the calendar for the next school year to the Association for its review and comments, prior to its adoption by the Board.

ARTICLE XXVIII

TEACHING HOURS AND LOAD

- A. The maximum daily assigned time for all teachers shall not exceed seven (7) hours and five (5) minutes per day which will include a duty-free lunch period. All ten (10) month and twelve (12) month unit members shall be entitled to leave at 3:00pm on Fridays or any other day that ends the work week.
- B. 1. All teachers may leave their building without obligation during their duty free lunch period.
- 2. Teachers may leave the building during their preparation periods, provided that they notify the main office of their leaving and returning. Effective July 1, 1997, teachers may leave the building during any one (1) preparation period per week, provided they notify the main office of their leaving and returning.

- C. Teachers may be required to attend up to five (5) staff meetings per month after students are dismissed. Teacher attendance may not be required for more than forty-five (45) minutes after student dismissal.
- D. Teachers shall be required to remain for two (2) days per school year from 2:00 p.m. to 6:00 p.m. for parent-teacher conferences. Teachers shall also be required to attend the regularly scheduled "Back-to-School" Night. The only exception shall be illness or a family/personal emergency.
- E. 1. Elementary grade teachers shall not be scheduled for more than five (5) hours and thirty-five (35) minutes of classroom teaching per day and shall be dismissed at 3:30 p.m.
- 2. Elementary grade teachers shall not be required to teach continuously for more than three (3) hours and five (5) minutes except on one-session days when the maximum will be four (4) hours or except in the case of an extreme emergency.
- 3. Elementary teachers may leave the room when the special area teacher is teaching the class.
- 4. Elementary teachers shall have a daily planning time of thirty-five (35) consecutive minutes following the end of the student day.
- 5. There shall be at least one (1) daily preparation period consisting of forty-five (45) consecutive minutes for all elementary teachers including pre-school, kindergarten, and special area teachers. If a teacher does not receive at least one (1) preparation period in any day due to the absence of the special area teacher, he/she shall be entitled to compensation for the lost preparation period at the rate of sixteen dollars (\$16.00).
- 6. Elementary teachers shall have a daily duty-free lunch period of not less than fifty-five (55) minutes except on one-session days when there is no lunch period.
- F. 1. Pupil contact time of any teacher in the middle schools (including family schools) and high schools shall not exceed two hundred sixty (260) minutes per day. The aforementioned two hundred sixty (260) minutes does not include any prep, lunch or duty time.
- 2. A homeroom may be assigned to all middle and high school teachers, including department chairs. Teachers with more than two hundred thirty (230) minutes of pupil contact time per day will be considered last in the assignment of homerooms.
- 3. Teachers with more than two hundred thirty (230) minutes of pupil contact time per day shall not be assigned a duty.
- 4. Teachers will not be required to teach continuously for more than one hundred forty (140) minutes except in the case of an extreme emergency.
- G. 1. Accompanying students to their buses shall be considered a normal part of the duties of special education teachers.
- 2. Special education teachers will work the same schedule as other classroom teachers.
- 3. The duration of the duty-free lunch period for special education teachers shall be the same as for other teachers assigned to the building.
- 4. All special education teachers shall be compensated for daily assigned time after seven (7) hours and five (5) minutes. On a per day basis, any time after five (5) minutes up to fifteen (15) minutes shall be considered one-quarter (1/4) hours; between sixteen (16) minutes and thirty (30) minutes shall be one-half (1/2) hour; between thirty-one (31) minutes and forty-five (45) minutes shall be three-quarters (3/4) of an hour, and; between forty-six (46) minutes and sixty (60) minutes shall be one (1) hour. The time earned, on a per day basis, shall be compensated either as salary or accumulated as sick time, at the employee's discretion. Time accumulated as sick time must be in a minimum block of one-half sick day.

- H. 1. The Board will appoint and compensate at the rates established in Schedule D a department head in the middle school in each department in which there are three (3) teachers assigned.
- 2. A teacher shall be considered a member of any department in which he/she is teaching. However, in determining the establishment of a department head position the number of periods of the department discipline or subjects taught shall determine the equivalent number of teachers in the department. Each five (5) periods or major fraction of that subject taught shall be considered the equivalent of one (1) teacher for this purpose in those situations where department subject assignments are split among a number of teachers.
- 3. If a particular department does not actually have three (3) teachers or the equivalent number of subject periods taught to count as three (3) teachers, the principal may merge the department with a related subject area to establish a position of department head.
- I. Teaching staff, Mentor and Resource Teachers shall have a daily work schedule of 8:15 a.m. 3:10 p.m. in the high schools and 8:25 a.m. - 3:30 p.m. in all other schools.
- J. The work day of the Site Managers, Health and Social Services Coordinator, and Crisis Counselors shall be from 8:30 a.m. to 4:30 p.m., including a duty-free lunch hour. The summer work day shall be from 8:30 a.m. to 4:00 p.m.

ARTICLE XXIX

FAMILY SCHOOLS (K-8)

- A. In schools designated as K-8 Family Schools, working conditions and benefits shall be defined the same as in elementary schools with exceptions as specified in this article.
- B. The positions of grade level or department chairs do not apply to the K-8 Family Schools. No teacher shall be required to perform grade level or department chairperson duties/functions without compensation at the Schedules C and F rates.
- C. Compensation for persons performing duties in the areas of intramural sports and non-athletic activities for grades 6, 7 and 8 will be the same as that offered persons performing these duties in the middle schools. The monies allocated for each building are set forth in Schedule B.

ARTICLE XXX

TEACHER ASSIGNMENTS

- A. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th, subject to emergent conditions beyond the control of the Central Office. A list of those notified shall be sent simultaneously to the Association.
- B. In the event there is to be a change in a teacher's grade or subject area assignment and/or building assignment, the teacher shall be given written notice of his/her tentative assignment, if known, prior to the close of the school year.

Central office Administration is responsible for providing notice to a teacher of a change in building assignment, while building principals shall be responsible for notifying a teacher of a change in grade and/or subject area assignment. This tentative assignment shall become effective for the next successive school year, unless altered, modified or changed, in which case the teacher shall be given written notice of his/her new assignment not later than August 15th. The Administration may alter, modify or change such assignment in the event of unusual circumstances or emergencies.

- C. In the event that changes in such schedule, class and/or subject assignments, or building assignments are proposed after August 15th, the Association and any teacher affected shall be

notified promptly in writing and upon request of the teacher or the Association, changes shall be promptly reviewed by the Superintendent or his/her representative and the teacher affected.

- D. Any secondary teacher, including a special area teacher, who is required to use his/her unassigned time for the purpose of substitution, shall be compensated at sixteen dollars (\$16.00) for utilization of such unassigned period.
- E. Elementary teachers may be compensated at the rate of \$5.50 per hour, up to a maximum of \$30.00 a day for class coverage when classes are split due to teacher absence.
- F. Teachers shall not be required to perform duties beyond the regular work day as defined in the collective negotiations agreement, and/or listed in the attached schedules, unless such duties receive Board approval. If such approval occurs, the Board shall commence negotiations with regard to salary stipends with the Association within thirty (30) days after such approval.
- G. When an elementary class is divided among other elementary teachers, such division shall be on a rotating basis with other primary teachers accepting primary students and intermediate teachers accepting intermediate students. In K-8 schools, upper grades means grades 6, 7 and 8. "Intermediate" is defined to mean grades 3, 4 and 5. "Primary" is defined to mean grades pre-K through 2.
- H. A teacher who is appointed as a Teacher-in-Charge for the following school year shall be notified in writing no later than August 15th, and compensated on Schedule D. If the appointment occurs after August 15th or during the course of the school year, said teacher shall be notified promptly in writing and compensated pro-rata on Schedule D, from the effective date of appointment.

ARTICLE XXXI

TRANSFERS AND REASSIGNMENTS

- A. No later than June 1st, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.
- B. Whether or not such position is posted, teachers who desire a change in grade and/or subject assignment and/or position or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject and/or position to which the teacher desires to be assigned and may include the school or schools to which he/she desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than the last school day in June. After submitting a written request for a transfer or reassignment, a teacher may verify that said request is on file by contacting the Assistant Superintendent for Curriculum and Instruction or his/her designee. Such request may be renewed in writing each year if not granted.
- C. Notice of an involuntary transfer or reassignment from position shall be given to a teacher within three (3) working days after the Board's approval.
- D. A list of open positions in the school district shall be made available to all teachers being involuntarily or transferred or reassigned from a position. Such teachers may request positions, in order of preference, to which they desire to be transferred.
- E. A teacher being involuntarily transferred or reassigned shall not suffer a reduction in rank or in total compensation.
- F. Except in cases of emergency, an involuntarily transferred teacher, at the teacher's request, shall have the right to a conference with his/her principal or administrator in charge and the Superintendent or his/her designee prior to the effectuation of the transfer.

ARTICLE XXXII

NEW POSITIONS & PROMOTIONS

- A. A notice of a new position or a vacancy in a promotional position shall be sent to each work location and a copy of record shall be sent to the Association thirty (30) days before the final date when applications must be submitted.
- B. Teachers who desire to apply for a new position or a vacancy shall submit their applications in writing to the Superintendent within the time limit specified within the notice. After submitting an application for promotion, such teacher may verify that his/her application is on file by contacting the Human Resources Officer or his/her designee. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
- C. Teachers who desire to apply for a new position or a vacancy which may be filled 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.

ARTICLE XXXIII

MAINTENANCE OF BENEFITS

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by Agreement as established by rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of the Agreement.

ARTICLE XXXIV

MISCELLANEOUS PROVISIONS

- A. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter to the following addresses:
 - 1. If by the Association, to the Board at 201 North Front Street, Camden, New Jersey 08102
Attention: Board Secretary
 - 2. If by the Board, to the Association at 840 Cooper Street, Suite 575, Camden, New Jersey 08102
Attention: CEA President
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. The Board agrees that before it would enter into an agreement which will result in instruction of pupils being provided by persons other than those properly certificated and directly employed by the Board, and provided further that said agreement would also result in changes in established written work rules covering members of this bargaining unit, then the Board would negotiate with the Association the resultant changes in established written work rules covering members of the Association's bargaining unit.

- D. If federal funding for the present lunch program aides is eliminated, either party may require the reopening of negotiations for any necessary changes in this area. If the parties fail to reach agreement on this matter, the matter shall be submitted to binding arbitration in accordance with the grievance procedures set forth in this Agreement.

ARTICLE XXXV

PROFESSIONAL DEVELOPMENT PROGRAM

- A. Effective July 1, 2001, within the 185 days teacher work year, the Superintendent shall designate three (3) days for in-service to be used for professional development of certified staff.
- These days shall be part of the District's approved one hundred (100) hours professional development program.
- B. Professional Development Committee
1. The Camden Education Association and the Camden Board of Education shall agree to a Professional Development Committee (PDC), according to the State regulations.
 2. The PDC, in consultation with the CEA and the Board of Education, shall develop procedures for recordkeeping of continuing education courses. The District will maintain a record of the number of hours of continuing education for each teacher and provide each teacher with an accounting of his/her accumulated hours each September. Any discrepancies between the district and a teacher's record shall be noted within thirty (30) days of receipt of the Board's record.
- C. A Professional Development Certificate shall be provided to employees who participate in and complete a training program, within ninety (90) calendar days from the conclusion of the program.

ARTICLE XXXVI

ATTENDANCE INCENTIVE

- A. Effective July 1, 2000, teachers who have not used ten (10) of their annual sick leave days for that year, shall have the option of cashing in ten (10) days at ninety dollars (\$90) per day. Notification of a teacher's election to exercise this option must be in writing to the Superintendent, no later than June 30th. Payment will be made in July.

ARTICLE XXXVII

DURATION OF AGREEMENT

- A. 1. The provisions of the Agreement shall be effective July 1, 2006 except as herein provided and shall remain in full force and effect to and including June 30, 2009, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date.
- B. 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 placed hereon, on the day and year below written.

CAMDEN BOARD OF EDUCATION

By: _____
Sara T. Davis
Board Member

Date:

Attest:

Date:

CAMDEN EDUCATION ASSOCIATION

By: _____
Kenneth McIntosh
President

Date: 7/26/06

Attest:

Date: 7/26/06

Camden City Teacher Salary Guides
Advancement/Placement Chart
 Read directly across the line to track advancement

2005-2006 Step Old Renumbered		2006-2007 Step	2007-2008 Step	2008-2009 Step
				1
			1	2
		1	2	3
1-5	1	2	3	4
6	2	3	4	5
7	3	4	5	6
8	4	5	6	7
9	5	6	7	8
10	6	7	8	9
11	7	8	9	10
12	8	9	10	11
13	9	10	11	12
14	10	11	12	12
15	11	12	12	12
16	12	12	12	12

TEACHERS

Camden City (Camden)
2006-07

10 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	43480	44480	45480	46480	47480	48480	49480	42380	42580
2	43980	44980	45980	46980	47980	48980	49980	42880	43080
3	44312	45312	46312	47312	48312	49312	50312	43212	43412
4	45120	46120	47120	48120	49120	50120	51120	44020	44220
5	46472	47472	48472	49472	50472	51472	52472	45372	45572
6	48559	49559	50559	51559	52559	53559	54559	47459	47659
7	50683	51683	52683	53683	54683	55683	56683	49583	49783
8	53201	54201	55201	56201	57201	58201	59201	52101	52301
9	57092	58092	59092	60092	61092	62092	63092	55992	56192
10	61345	62345	63345	64345	65345	66345	67345	60245	60445
11	64900	65900	66900	67900	68900	69900	70900	63800	64000
12	71073	72073	73073	74073	75073	76073	77073	69973	70173

Longevity:

1. In 2006-2007, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1983 to January 31, 1993 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1973 to January 31, 1983 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1973, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

TEACHERS

Camden City (Camden)
2007-08

10 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	45442	46442	47442	48442	49442	50442	51442	44342	44542
2	45942	46942	47942	48942	49942	50942	51942	44842	45042
3	46487	47487	48487	49487	50487	51487	52487	45387	45587
4	47370	48370	49370	50370	51370	52370	53370	46270	46470
5	48870	49870	50870	51870	52870	53870	54870	47770	47970
6	50716	51716	52716	53716	54716	55716	56716	49616	49816
7	53319	54319	55319	56319	57319	58319	59319	52219	52419
8	56122	57122	58122	59122	60122	61122	62122	55022	55222
9	59231	60231	61231	62231	63231	64231	65231	58131	58331
10	63238	64238	65238	66238	67238	68238	69238	62138	62338
11	67571	68571	69571	70571	71571	72571	73571	66471	66671
12	72873	73873	74873	75873	76873	77873	78873	71773	71973

Longevity:

1. In 2007-2008, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1984 to January 31, 1994 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1974 to January 31, 1984 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1974, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

TEACHERS

Camden City (Camden)
2008-09

10 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	47555	48555	49555	50555	51555	52555	53555	46455	46655
2	48155	49155	50155	51155	52155	53155	54155	47055	47255
3	48755	49755	50755	51755	52755	53755	54755	47655	47855
4	49355	50355	51355	52355	53355	54355	55355	48255	48455
5	50855	51855	52855	53855	54855	55855	56855	49755	49955
6	53155	54155	55155	56155	57155	58155	59155	52055	52255
7	55573	56573	57573	58573	59573	60573	61573	54473	54673
8	58773	59773	60773	61773	62773	63773	64773	57673	57873
9	62373	63373	64373	65373	66373	67373	68373	61273	61473
10	66173	67173	68173	69173	70173	71173	72173	65073	65273
11	70273	71273	72273	73273	74273	75273	76273	69173	69373
12	74673	75673	76673	77673	78673	79673	80673	73573	73773

Longevity:

1. In 2008-2009, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1985 to January 31, 1995 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1975 to January 31, 1985 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1975, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

**CRISIS COUNSELOR;
HEALTH AND SOCIAL SERVICES COORDINATOR;
SCHEDULER; SITE MANAGER**

**Camden City (Camden)
2006-07**

12 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	52176	53376	54576	55776	56976	58176	59376	50856	51096
2	52776	53976	55176	56376	57576	58776	59976	51456	51696
3	53174	54374	55574	56774	57974	59174	60374	51854	52094
4	54144	55344	56544	57744	58944	60144	61344	52824	53064
5	55766	56966	58166	59366	60566	61766	62966	54446	54686
6	58271	59471	60671	61871	63071	64271	65471	56951	57191
7	60820	62020	63220	64420	65620	66820	68020	59500	59740
8	63841	65041	66241	67441	68641	69841	71041	62521	62761
9	68510	69710	70910	72110	73310	74510	75710	67190	67430
10	73614	74814	76014	77214	78414	79614	80814	72294	72534
11	77880	79080	80280	81480	82680	83880	85080	76560	76800
12	85288	86488	87688	88888	90088	91288	92488	83968	84208

Longevity:

1. In 2006-2007, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1983 to January 31, 1993 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1973 to January 31, 1983 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1973, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

**CRISIS COUNSELOR;
HEALTH AND SOCIAL SERVICES COORDINATOR;
SCHEDULER; SITE MANAGER**

**Camden City (Camden)
2007-08**

12 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	54530	55730	56930	58130	59330	60530	61730	53210	53450
2	55130	56330	57530	58730	59930	61130	62330	53810	54050
3	55784	56984	58184	59384	60584	61784	62984	54464	54704
4	56844	58044	59244	60444	61644	62844	64044	55524	55764
5	58644	59844	61044	62244	63444	64544	65844	57324	57564
6	60859	62059	63259	64459	65659	66859	68059	59539	59779
7	63983	65183	66383	67583	68783	69983	71183	62663	62903
8	67346	68546	69746	70946	72146	73346	74546	66026	66266
9	71077	72277	73477	74677	75877	77077	78277	69757	69997
10	75886	77086	78286	79486	80686	81886	83086	74566	74806
11	81085	82285	83485	84685	85885	87085	88285	79765	80005
12	87448	88648	89848	91048	92248	93448	94648	86128	86368

Longevity:

1. In 2007-2008, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1984 to January 31, 1994 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1974 to January 31, 1984 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1974, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

**CRISIS COUNSELOR;
HEALTH AND SOCIAL SERVICES COORDINATOR;
SCHEDULER; SITE MANAGER**

**Camden City (Camden)
2008-09**

12 Months Certified

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	57066	58266	59466	60666	61866	63066	64266	56746	55986
2	57786	58986	60186	61386	62586	63786	64986	56466	56706
3	58506	59706	60906	62106	63306	64506	65706	57186	57426
4	59226	60426	61626	62826	64026	65226	66426	57906	58146
5	61026	62226	63426	64626	65826	67026	68226	59706	59946
6	63786	64986	66186	67386	68586	69786	70986	62466	62706
7	66688	67888	69088	70288	71488	72688	73888	65368	65608
8	70528	71728	72928	74128	75328	76528	77728	69208	69448
9	74848	76048	77248	78448	79648	80848	82048	73528	73768
10	79408	80608	81808	83008	84208	85408	86608	78088	78328
11	84328	85528	86728	87928	89128	90328	91528	83008	83248
12	89608	90808	92008	93208	94408	95608	96808	88288	88528

Longevity:

1. In 2008-2009, Six Hundred Dollars (\$600.00) shall be paid to each employee who had been hired any time from February 1, 1985 to January 31, 1995 and who had completed ten (10) or more consecutive years of service to the school district. Twelve Hundred Dollars (\$1200.00) shall be paid to each employee who had been hired from February 1, 1975 to January 31, 1985 and who had completed twenty (20) or more consecutive years of service to the school district.
2. Effective July 1, 2002, one thousand eight hundred (\$1,800) dollars shall be paid to each employee who had been hired prior to February 1, 1975, and who had completed thirty (30) or more consecutive years of service to the school district.
3. The longevity amount shall not be considered part of base salary.

SCHEDULE "B"
EXTRA-CURRICULAR COMPENSATION

2006-2009

	<u>MIN</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
ATHLETIC TRAINER	3,750	4,000	4,250	4,500	4,750	5,200
BASEBALL/SOFTBALL						
Head	2,692	2,904	3,169	3,422	3,629	5,035
First Asst.	1,817	1,891	1,986	2,175	2,416	2,742
Fresh. Asst.	1,258	1,334	1,425	1,495	1,598	1,939
BASKETBALL						
Head	4600	5292	5292	5570	6037	6628
First Asst.	3019	3142	3304	3646	3799	4084
Fresh. Asst.	2941	3081	3178	3319	3623	3933
CROSS COUNTRY	1,258	1,334	1,425	1,495	1,598	1,939
FOOTBALL						
Head	4600	4940	5292	5570	6037	3628
First Asst.	3019	3142	3304	3646	3799	4084
Assistant	2941	3081	3178	3319	3623	3933
Fresh. Asst.	2941	3081	3178	3319	3623	3933
INDOOR TRACK	1666	1746	1834	1871	2010	2347
SOCCER						
Head	2,692	2,904	3,171	3,422	3,679	5,035
First Asst.	1,817	1,891	1,986	2,175	2,416	2,742
TENNIS						
Head	1,258	1,425	1,425	1,455	1,598	1,939

NOTE: Effective July 1, 2000, all coaches, when first placed on the schedule, shall receive credit for prior coaching experience as follows:

- 1st year in the District = 1 Step
- 2 years outside the District = 1 Step

**SCHEDULE "B"
EXTRA-CURRICULAR COMPENSATION**

2006-2009

ATHLETIC

	<u>MIN</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
TRACK						
Head	3192	3404	3671	3922	4179	5535
First Asst.	2267	2341	2436	2625	2866	3192
VOLLEYBALL						
Head	2,692	2,904	3,171	3,422	3,676	5,035
First Asst.	1,817	1,891	1,986	2,175	2,416	2,742
WRESTLING						
Head	2,692	2,904	3,171	3,422	3,676	5,035
First Asst.	1,817	1,891	1,986	2,175	2,416	2,742

NON-ATHLETIC

HIGH SCHOOL						
Sr. Class Adv.	858	858	858	858	858	858
Jr. Class Adv.	631	631	631	631	631	631
Soph. Class Adv.	631	631	631	631	631	631
Fresh. Class Adv.	451	451	451	451	451	451
Band	1,700	1,799	1,927	1,965	2,075	2,241
Cheerleaders	1,083	1,130	1,373	1,576	1,736	1,947
Choir	706	741	780	815	843	921
Debate	943	1,007	1,107	1,184	1,284	1,409
Drama	1,373	1,433	1,685	1,863	2,024	2,228

NOTE: Effective July 1, 2000, all coaches, when first placed on the schedule, shall receive credit for prior coaching experience as follows:

- 1st year in the District = 1 Step
- 2 years outside the District = 1 Step

**SCHEDULE "B"
EXTRA-CURRICULAR COMPENSATION**

2006-2009

NON-ATHLETIC

	<u>MIN</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Driving Training	25.16	25.16	25.16	25.16	25.16	25.16
Glee Club	706	741	780	815	843	921
Magazine	943	1,007	1,107	1,184	1,284	1,409
Majorettes and Color Guards	540	558	631	793	893	979
Newspaper	1,206	1,310	1,398	1,446	1,560	1,701
Orchestra	933	1,007	1,093	1,166	1,268	1,396
Public Speaking	540	631	706	805	893	968
Stage Crew	568	568	568	568	568	968
Student Council	1,206	1,310	1,444	1,460	1,560	1,749
Yearbook (Bus.)	1,119	1,206	1,269	1,373	1,433	1,546
Yearbook (Edit.)	1,119	1,206	1,269	1,373	1,433	1,546
MIDDLE SCHOOLS						
Band	795	891	956	1,041	1,100	1,230
Chorus	427	465	489	540	577	619
Glee Club	427	465	489	540	577	619
Newspaper	604	604	690	690	732	815
Student Govern.	604	604	690	690	732	815
ELEMENTARY						
Safety Patrol	427	427	427	427	427	443

NOTE: Affective July 1, 2000, all coaches, when first placed on the schedule, shall receive credit for prior coaching experience as follows:

- 1st year in the District = 1 Step
- 2 years outside the District = 1 Step

SCHEDULE "C"
INTRAMURAL STIPENDS

**High School; Middle School;
Family & Elementary School (6, 7 & 8)
2006-2009**

Basketball (female) (<i>elementary</i>)	
Head Coach	\$976.00
Assistant Coach	\$488.00
Basketball (male) (<i>elementary</i>)	
Head Coach	\$976.00
Assistant Coach	\$488.00
Basketball Club (male) (<i>high school</i>)	\$468.00
Basketball Club (female) (<i>high school</i>)	\$468.00
Howling Club (coed) (<i>elementary</i>)	\$426.00
Howling Club (coed) (<i>high school</i>)	\$468.00
Cheerleader (coed) (<i>elementary</i>)	
Head Coach	\$514.00
Assistant Coach	\$257.00
Chess Club (coed) (<i>elementary</i>)	\$426.00
Chess Club (coed) (<i>high school</i>)	\$468.00
Cross Country (coed) (<i>elementary</i>)	
Head Coach	\$524.00
Assistant Coach	\$262.00
Dance Club (coed) (<i>elementary</i>)	\$426.00
Dance Club (coed) (<i>high school</i>)	\$468.00
Drill Team (coed) (<i>elementary</i>)	\$426.00
Flag/touch football (coed) (<i>elementary</i>)	\$426.00
Floor Hockey (coed) (<i>elementary</i>)	\$426.00
Golf Club (coed) (<i>high school</i>)	\$468.00
Gymnastics (coed) (<i>elementary</i>)	\$412.00
Gymnastics (coed) (<i>high school</i>)	\$468.00
Knowledge Bowl (coed) (<i>elementary</i>)	\$426.00
Knowledge Bowl (coed) (<i>high school</i>)	\$468.00

Physical Fitness (coed) (<i>high school</i>)	
Head Sponsor	\$468.00
Assistant	\$277.00
Ping Pong Tournament (coed) (<i>high school</i>)	\$330.00
Skiing (coed) (<i>elementary</i>)	\$426.00
Soccer (coed) (<i>elementary</i>)	
Head Coach	\$617.00
Assistant Coach	\$308.00
Softball (female) (<i>elementary</i>)	
Head Coach	\$591.00
Assistant Coach	\$298.00
Softball (male) (<i>elementary</i>)	
Head Coach	\$588.00
Assistant Coach	\$294.00
Softball (female) (<i>high school</i>)	\$468.00
Softball (male) (<i>high school</i>)	\$468.00
Tennis Club (coed) (<i>elementary</i>)	\$426.00
Tennis Club (coed) (<i>high School</i>)	\$468.00
Track and Field (coed) (<i>elementary</i>)	
Head Coach	\$668.00
Assistant Coach	\$334.00
Volleyball (coed) (<i>elementary</i>)	
Head Coach	\$617.00
Assistant Coach	\$308.00
Volleyball (coed) (<i>high school</i>)	\$468.00
Weight Training (coed) (<i>elementary</i>)	\$426.00
Weight Training (coed) (<i>high school</i>)	\$1,534.00
Wrestling Club (coed) (<i>high school</i>)	\$468.00

SCHEDULE "D"
Department Head - Middle and High School

2006-2009

Fewer than 7 Teachers	\$1,304
7 to 12 Teachers	\$1,763
More than 12 Teachers	\$2,154

SCHEDULE "E"

Elementary Teacher in Charge	\$399
Child Study Team Leader	\$934

SCHEDULE "F"

Summer School Teacher	\$3,509
Person-in-Charge (Certificated) (Formerly Head Teacher; Mentor Teacher)	\$32.00/hr.
Evening School Teacher; After School Teacher; Saturday Program Teacher; Resource Person: Nurse; SMT Member	\$29.00/hr.
Home Instruction Teacher	\$23.00/hr.
IEP Conferences beyond the normal day	\$ 29.00/hr.
Summer Program; Guidance Counsellor: Social Worker; LDTC; Speech Therapist	\$4,005
SMT Chairperson, School Management Team	\$32.40/hr.
SMT Recorder	\$32.40/hr.

SCHEDULE "G"

Grade Level Chairperson Middle School	\$1,246
Elementary School	\$500

SCHEDULE "H"

ELEMENTARY LEVEL BSIP Pre-School Teacher	\$498/yr.
ESL Teacher	\$498/yr.
SECONDARY LEVEL ESL Teacher	\$498/yr.

EMPLOYEE GRIEVANCE
Type or Print

Name of Grievant _____ Home Phone # _____

Home Address of Grievant _____

Job Title and Assignment _____

School/Work Location _____ Phone # _____

Principal/Supervisor _____

Director or other Administrator
with whom grievance is filed _____

Results of informal meeting:

Detailed Statement of Grievance:

Contractual Article(s) violated:

Resolution desired (specify injury; economic loss; of other):

Signature of Grievant

Date

Distribution:

- Superintendent/designee
- Board Secretary
- Principal/Immediate Supervisor
- Employee Organization
- Grievant

EMPLOYEE GRIEVANCE

Decision of Principal/Supervisor:

To be completed by the Principal/Supervisor within the timeline specified in the appropriate agreement after receipt of the written grievance.

Type or Print

Name of Grievant. _____

Date Written Grievance Received _____

Decision of Principal/Supervisor:

Signature of Principal/Supervisor

Date

Grievant: Appeal to Superintendent: Yes _____ No _____

Superintendent's Decision

Date Grievant's Written Answer Received: _____

Decision of Superintendent:

Signature of Principal/Supervisor

Date

Grievant: Request Review by Board: Yes _____ No _____

Distribution:

- Superintendent/designee
- Board Secretary
- Principal/Supervisor
- Employee Organization
- Grievant.

**CAMDEN BOARD OF EDUCATION/CAMDEN EDUCATION ASSOCIATION
GRIEVANCE "TIME LINE" EXTENSION/WAIVER REQUEST FORM**

Name of Grievant. _____

I. Grievance #: _____

- II. Reason for time extension request (check one)
- _____ more time needed to investigate grievance
 - _____ have not had time to meet with Grievance Committee
 - _____ time needed to discuss possible settlement
 - _____ other _____

III. Length of time requested (check one.)

_____ no more than 5

_____ days no more than 10 days

_____ no more than 15 days

_____ other _____

IV. Position Title (Board of Education/CEA) _____

V. Signature _____ Date _____

Note: This form will only be used when the contract "time lines" cannot be met.
Request for grievance extension must be made prior to the deadlines.
CEA/BOE will acknowledge the request for extension by signing this form below.

Signature _____ Date _____

**CAMDEN BOARD OF EDUCATION
MEDICAL CERTIFICATE**

_____ is a patient under my care. He/she has the following medical conditions:
(print name)

(Please state the nature of the illness)

and needs to be absent from _____ to _____

He/she can return to work on _____

He/she cannot return to work (explain) _____

The information contained in this reports is confidential and will be so maintained by the Board.

Signature _____ Date _____

Print Name

* This form is to be completed when an employee has been absent for more than five consecutive days and submitted directly to the Human Resources Officer by the employee in compliance with Article XIV of the Agreement between the Camden Education Association and the Camden Board of Education.

CAMDEN CITY SCHOOLS

CERTIFICATION FOR BEREAVEMENT LEAVE

I _____, hereby certify that I used 5 3 1 days
(Print Name) (Circle one)

bereavement leave on _____ for the death of
Specify month/day/year

my _____
specify relationship to you; e.g. father, mother, if co-worker or student identify

whose full name is _____ My _____
specify relative

died on _____ His/her home address was
month/day/year

_____ full address sheet/town-city/state

I hereby certify, to the best of my knowledge, that the foregoing statements made by me are true and I understand that if they are willfully false. I am subject to discipline.

Employee Signature

Date

THIS FORM SHOULD BE ATTACHED TO THE REQUEST FOR ABSENCE/LEAVE FORM (YELLOW)