

**Agreement Between the Sandyston-Walpack Board of Education  
and the Sandyston-Walpack Education Association  
2022-2027**

**PREAMBLE**

This agreement entered into this 1<sup>st</sup> day of July 2022 by and between the Board of Education of Sandyston and Walpack Townships, Layton, New Jersey, hereinafter called the Board and the Sandyston-Walpack Education Association, hereinafter called the Association.

**WITNESSETH**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Sandyston-Walpack School district is their mutual aim,

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE I**

**RECOGNITION**

- A. The Board recognizes the Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for all teaching staff members, certified personnel, and Aides for the duration of this agreement excluding
1. Chief School Administrator (CSA)
  2. Principal
  3. Business Administrator/Board Secretary
  4. Secretaries/Administrative Assistants
  5. Custodians
  6. Contracted/Shared Services Personnel from another District
  7. Temporary/Per Diem Personnel
  8. School Treasurer
  9. School Physician
  10. All other Supporting Staff Members not included above.
- B. Unless otherwise indicated, the term “teacher” when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiation unit. The term “aide” when used hereinafter in this Agreement, shall refer to all non-certified employees represented by the Association in the negotiation unit as above defined and references to males shall include females.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123 Public Laws 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiation shall begin no later than October 1 of the school year in which this Agreement expires. Any Agreement so negotiated shall apply to all, be reduced to writing and be signed and adopted by the Board and the Association.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all public records, data and information of the Sandyston-Walpack School district at no expense to the Board.
- C. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authorized to make proposals, and make counterproposals, consider proposals, and make counterproposals in the course of negotiations and the final decision must be ratified by the Association and the Board.
- D.
  - 1. All meetings between the parties shall be scheduled, whenever possible to take place when the Association is free from assigned instructional responsibilities, unless otherwise agreed.
  - 2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and Association and be adopted by the Board.
  - 3. The CSA office will be responsible for the printing and distribution of the ratified agreement between the Board and Association. A copy of the Agreement shall be presented to all employees. Employees shall acknowledge in writing receipt of this Agreement. The CSA office will be responsible for the master copy of the Agreement which shall be reviewed and signed by the Association.
- E. Except as this Agreement shall hereinafter or otherwise provide all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, all provisions under the existing contract will stay in effect until new contracts are signed.
- F. This Agreement incorporates the entire understanding of the parties on all matters, which were or could have been the subject of negotiation. 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 of contemplation or either or both of the parties at the time they negotiated or executed this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instruction in writing duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance shall mean a complaint by any member or group of members that there has been to him or them or to the Association an improper application, interpretation or violation of Board policy, this Agreement, or an administrative decision.
2. An aggrieved person is the person or persons making the claim.
3. A party in interest is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

#### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting the welfare or terms and conditions of employment of members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior, provided the adjustment is not inconsistent with the terms of this Agreement.

#### C. Limitations of Grievances for Aides - The following grievances shall be excluded from arbitration:

1. Grievances arising from the non-renewal of a fixed-term contract or a position for which tenure is not possible.
2. Grievances arising from termination or discipline occurring during an individual probationary period.

#### D. Procedure

1. The initiation of the grievance should be processed within thirty (30) calendar days from date of occurrence.
2. Level One - A member with a grievance shall first discuss it with the Principal, either directly or through the Association's designated representative, with the objective of resolving the matter.
3. Level Two - If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing to the CSA.
4. Level Three - If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after presentation of the

grievance, he may file the grievance in writing to the Personnel Committee of the Board.

5. Level Four - Within ten (10) school days after receiving the written grievance, the Personnel Committee of the Board shall meet with the aggrieved person and the Association representative for the purpose of resolving the grievance. However, the entire Board shall render the ultimate decision at this level within thirty (30) days after the Personnel Committee receives the grievance.
  6. Level Five -
    - a. If the aggrieved person is still not satisfied, he may within five (5) school days request in writing that the Association representative submit the grievance to arbitration. Within five (5) school days after such written notice of submission to arbitration, the Board and the Association representative shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission.
    - b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make decisions, which require the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties. The arbitrator shall be limited to the issue submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from the agreement between the parties.
    - c. The cost for the services of the arbitrator, including per diem expense, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- E. Rights of Representation - Any teacher in interest may be represented at any or all formal levels of the formal grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a member is not represented by the Association, the Association shall have the right to be present to state its views at all formal levels of the grievance procedure.
- F. Miscellaneous
1. If, in the judgment of the Association, a grievance affects a group or class of members, the Association may process such a grievance procedure even though the aggrieved person does not wish to do so.
  2. Decisions rendered at Levels One, Two, Three, Four and Five shall be in writing setting forth the

decision and the reasons therefore and shall be transmitted promptly to all parties in interest.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
  4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the CSA and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. Forms are to be supplied by the Association.
- G. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

#### ARTICLE IV

##### MEMBER RIGHTS

The Board agrees that it shall not discriminate against any teacher or aide with respect to hours, wages or any terms or conditions of employment by reason of his membership or non-membership in the Association and its affiliates, collective negotiations with the Board, or this institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

#### ARTICLE V

##### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board shall provide to the Association access to all members and potential members of the negotiation's units.
- B. Access to Negotiations Unit Members - Access to members of the Association and potential members (negotiations unit members) shall include, but not be limited to the following:
  1. The Association shall have the right to meet with individual employees on the premises of the school during the workday to investigate and discuss grievances, workplace-related complaints, and other workplace issues. The Principal shall be notified in advance of the time and place of such meetings.
  2. The Association shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use district buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Association, and internal union matters involving the governance or business of the exclusive representative employee organization.
  3. The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees within thirty (30) calendar days from the date of hire, during

new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Meeting duration time is up to 120 minutes, in no cases less than 30 minutes, with final duration of time needed to be determined by the Association.

4. Upon request from the Association the board shall provide the Association, in an Excel file or similar delimited style format that has manipulability agreed to by the Association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the board.
5. The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members, are not government records and are exempt from any disclosure requirements of P.L. 1963, c. 73 (C.47:1A-1 et seq.) The board shall not disclose employee information, except as outlined in sections four above.
6. The Association shall have the right to use the email systems of the board to communicate regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Such communications shall be considered confidential.

#### C. Union Protection

1. The Board and/or its agents, members of the administration, shall not encourage negotiation unit members to resign or relinquish membership in the Association and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Association or its unified affiliates.
2. The Board and/or its agents, members of the administration, shall not encourage or discourage an employee from joining or assisting the Association.

D. Membership Withdraw - Should a negotiations unit member notify the Board or its agents that they wish to resign or relinquish membership in the Association, the Board shall require the member to submit a dues termination form and provide a copy of same to the Association's president or his/her designee within five (5) calendar days of receiving the form from the unit member. Negotiations unit members may only resign or relinquish their membership or terminate dues deductions during the ten (10) calendar days following each anniversary date of the employee's employment. A withdrawal shall take effect on the thirtieth (30<sup>th</sup>) calendar day after the anniversary date.

E. Definition - The Parties agree that the date of hire shall be defined as the first day of work in the then current district for any unit member. This shall include any new employee orientation day(s) required by the Board.

F. All orientation programs for new teachers shall be co-sponsored by the Board and the Association with the Association obligated to assume only such costs as may be mutually agreed upon during the planning of such programs.

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

H. A copy of the contractual agreement shall be posted on the staff website and made available to each prospective employee prior to the signing of the contract.

## ARTICLE VI

### TEACHER WORK YEAR

- A. The in-school work year for teachers employed on a ten-month basis, other than new personnel who may be required to attend an additional two (2) days of orientation, shall not exceed one hundredeight-four (184) days.
- B. The in-school work year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance is required.
- C. Any snow days used in excess of those originally in the school calendar will be added to the end of the school year or at another period by mutual agreement to insure one hundred eighty-four (184) in-school days.
- D. Such additional days beyond 180 will be used for in-service. These in-service days may be scheduled:
  - 1. prior to the beginning of the school year
  - 2. at the end of the school year
  - 3. during the school year
  - 4. any combination of a, b, and c above based on a mutual agreement between the Association and the Board.
- E. The school year calendar shall incorporate an early dismissal on the day immediately preceding Thanksgiving Recess, December's Holiday Recess, and the final 3 days of school in June.

### AIDES WORK YEAR

The work year for all aides shall be 180 student days plus the equivalent of two (2) additional days for the purpose of professional development, which may be fulfilled during a district professional day or after-school faculty meetings, at the discretion of the CSA. (Said hourly rate of pay shall be determined as 1/182 of his/her salary divided by 7 hours for the number of hours required for attendance.)

## ARTICLE VII

### **TEACHING HOURS AND LOAD**

- A. The arrival and departure times for all teachers shall be designated by the Principal. Their total in-school workday shall consist of seven (7) hours, which will include student contact time/duties starting immediately. If an emergency situation arises, these hours may be adjusted by mutual agreement.
- B. Teachers may leave the building during any duty-free period upon approval of the Principal.
- C. Faculty Meetings
  - 1. Teachers shall be required to remain after the end of the regular workday, without additional compensation for the purpose of attending ten (10) faculty meetings and ten (10) PLC (Professional Learning Community) meetings, each at one hour in length; two (2) of the faculty or PLC meetings will be two-hours in length necessitated by administration.
  - 2. The notice for any meetings shall be given to the teachers involved at least seven (7) calendar days prior to the meeting, except in an emergency. Teachers shall have opportunity to suggest items for discussion. The faculty meeting shall begin by 3:15 p.m.
  - 3. When a teacher is out of the district for administrative-driven professional development, the teacher shall not be required to return to school for a faculty meeting or PLC meeting, except for when the professional development is within the Kittatinny Region or has been excused by administration.
  - 4. Time will be allocated to faculty for partial completion of Safe School Videos during Faculty and PLC meetings.
- D. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Permission for field trips shall be obtained as per Board Policy and Regulation 6153.
- E. Preparation time: Full-time teachers shall have one daily duty-free preparation time, which shall be the same length as all other periods.
- F. Teachers shall be given three (3) school days from the last day of each marking period to submit grades to their supervisor.

### **AIDES' WORKDAY**

The workday for full-time aides shall be 8:15 AM through 3:15 PM inclusive of a paid lunch and 3 ½ hours for lunchroom aide. If any aide is directed to arrive early, remain after 3:15 PM, or return for evening work, said employee shall be compensated at his/her hourly rate of pay. (Said hourly rate of pay shall be determined as 1/182 of his/her salary divided by 7 hours. Should the total hours of work for any aide in any week exceed 40, time and one half will be paid for each hour in excess of 40.)



## ARTICLE VIII

### NON-TEACHING DUTIES

- A. Teachers shall not be required to keep attendance registers.
- B. All teachers are to perform such additional duties as assigned by the Principal. These duties are to be distributed as equally as possible among the teaching staff.
- C. Teachers shall not be required to drive students to Board-sponsored activities which take place away from school.

## ARTICLE IX

### TEACHER EMPLOYMENT

- A. Placement on Guide
  - 1. The Board will hire new staff at whatever step on their professional level that can be negotiated mutually between the Board and the new certified staff member at the time of hiring.
  - 2. Credit up to the top step of any salary level on the Teachers' Salary Schedule may be given for previous outside teaching experience in a duly accredited school in accordance with the provisions of Schedule A, B, and C with adherence to Article IX A.1. Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System, and credit not to exceed two (2) years teaching experience in the Peace Corps, Vista or National Teachers' Corp work.
  - 3. Any teacher employed for five (5) or more full months during the course of any school year shall be given full credit for one (1) year of service toward the next increment step for the following school year. Any teacher who is employed for less than five (5) months during the course of any school year shall not be given credit toward the next increment step for the following school year.
- B. Teachers with previous teaching experience in the school district shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching experience, military experience or alternative civilian service required by the Selective Service System, Peace Corps, Vista or National Teachers' Corp work, and time spent on a Fulbright Scholarship up to the maximum set forth in Section A above. Such teachers who have not been engaged in other teaching or the other activities indicated above shall upon returning to the system, be restored to the next position on the salary schedule above that at which they left.
- C. Teachers shall be notified of their contract status, by means of a letter of intent, for the ensuing year no later than May 15th. Letters of intent shall be returned no later than thirty (30) days after issuance. Contracts and salary status will be issued following their ratification by both the Board and Association.
- D. All salary adjustments will be made in September and documentation must be filed with the CSA no later

than August 15th.

## **AIDES EMPLOYMENT**

Aides shall be notified of their contract status, by means of a letter of intent, for the ensuing year no later than June 30th. If at any time an aide's position is eliminated due to a change in enrollment, a minimum of fifteen (15) days-notice shall be given.

## **ARTICLE X**

### **SALARIES**

- A. The salaries of all teachers and aides covered by this Agreement are set forth in Schedule A, B, and C, which are attached hereto and made a part thereof.
- B. Paychecks
  - 1. All ten (10) month employees shall be paid in twenty equal installments on the 15th and 30th of each month or the last working day prior if either day would not occur when school is in session.
  - 2. Teachers may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the teacher or his estate on the final pay day in June, or one-half on July 15 and one-half on August 15, as requested by the teacher, or upon death or termination of employment if earlier.
  - 3. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
  - 4. Teachers shall receive their final checks on the last working day in June. If the last day of school is before June 15<sup>th</sup>, the first payday shall be the last day of school and the second payday shall be two weeks later.
  - 5. Each employee shall be paid through direct deposit to the bank of their choice and must inform the Board of any changes by September 1st of each school year.
- C. Longevity - Teachers covered by this agreement after having completed eighteen (18) years of employment by the Sandyston-Walpack Board of Education shall receive an annual longevity payment of \$2,500.00 which will be added to their salary as per the adopted salary guide for all teachers hired on or before September 1, 1993. Any staff hired after September 1, 1993 will not be eligible for longevity reimbursement. Part-time teachers meeting the same qualifications shall receive a prorated portion of the \$2,500.00 based on the full-time equivalency of their contract for all teachers hired on or before September 1, 1993. Part-time teachers hired after September 1, 1993 will not be eligible for longevity reimbursement.
- D. The lunch aide(s) shall be paid for driving time to pick up lunches in addition to the time spent at the school. Mileage for picking up lunches shall be paid at the New Jersey Department of Education Regulation rate.

- E. In cases where instructional aides who hold a valid substitute teaching certificate are assigned to cover a class, they shall be reimbursed \$15.00 for the period covered.

## ARTICLE XI

### TEACHER ASSIGNMENT

- A. 1. All teachers shall be given written notice of their salary schedules by May 15. All teachers shall be given written notice of their class and/or subject assignments, and room assignments for the forthcoming year not later than June 15. If unusual circumstances alter the decisions of the Principal, the teacher involved shall be notified at the earliest possible date. It is understood that a reassignment may occur prior to the beginning of the school year due to unforeseen circumstances.  
  
2. In the event that changes in such schedules, class and/or subject assignments, or room assignments are proposed after June 15, the Association and any teacher affected shall be notified promptly in writing and upon the request of the teacher and the Association, the changes shall be promptly reviewed between the Principal and the teacher affected, and at his option, a representative of the Association.  
  
3. If the teacher has less than fifteen (15) days for the job reassignment, they shall receive two (2) professional development days to prepare for the new assignment.
- B. Teachers will be compensated up to four (4) hours at their per diem rate for any time spent on an administrative room change.
- C. The practice of using a regular teacher as a substitute, therefore depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their unassigned teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Such coverage shall be arranged by the Principal of the school and shall be distributed as equitable as possible among the teachers in said school. These teachers will be reimbursed \$25.00 per period covered.

## ARTICLE XII

### INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. A list of open positions in the school district shall be made available to all teachers. Such teachers may request the positions, in order of preference, to which they desire to be transferred.
- B. Notice of an involuntary transfer or reassignment shall be given to teachers by June 15th. It is understood that a transfer or reassignment may occur prior to the beginning of the school year due to a change in enrollment. Under those conditions the teacher(s) involved shall be notified ten (10) days prior to a public announcement or as soon as possible.
- C. When an involuntary transfer or assignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the Sandyston-Walpack Consolidated School District, other relevant factors, including, among other things, state and/or federal laws, rules, regulations, or administrative directives, shall be considered in determining which teacher is to be transferred or reassigned. A teacher so assigned shall suffer no loss in compensation.

- D. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason. The teacher may at his option, have an Association representative, as an observer, present at such meeting.

### ARTICLE XIII

#### TEACHER EVALUATION

##### A. Evaluations

1. It is understood that the building is under video surveillance at all times including inside and outside the building.
  - a. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
  - b. Videotaping during observations may be used with prior notice to staff for the purpose of corrective action plans and/or professional development.
  - c. The use of eavesdropping, public address, audio systems, video systems and similar devices shall be strictly prohibited.
2. Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.
3. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

##### B. Personnel File

1. A teacher shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him during such review.
2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material and must affix his signature, which in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the CSA or his designee and attached to the file copy.
3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

- C. Any complaints regarding a teacher made to any member of the administration by any parent, student or other person shall be promptly investigated and called to the attention of the teacher. The Principal shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.
- D. The teacher may request an evaluation. Such evaluation may, upon request of either the teacher or Principal, be in writing.
- E. Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with the procedure set forth in this Article.

#### ARTICLE XIV

#### **TEACHER FACILITIES**

The school shall have the following facilities:

1. Space in each classroom in which teachers may store instructional materials and supplies.
2. A teacher's classroom shall contain adequate equipment and supplies to aid in the preparation of instructional materials.
3. An appropriately furnished room shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
4. A serviceable desk, chair and filing cabinet for the exclusive use of each teacher.
5. A well-lighted and clean teachers' restroom separate from the student's restroom.
6. Free and adequate parking facilities shall be provided that are: off-street, paved, and are properly maintained and identified exclusively for teacher use.
7. Suitable closet space for each teacher to store coats, overshoes and personal articles.
8. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
9. Adequate chalkboard and/or white board in every classroom.
10. Adequate books, paper, pencils, pens, up-to-date technology (as budgetary feasible), and other such materials required in daily teaching responsibility.

## ARTICLE XV

### **TEACHER ADMINISTRATION LIAISON**

The Association shall select a Liaison Committee for the school, which shall meet with the Principal at least once every two (2) months for the duration of the school year to review and discuss school problems and practices and to play an active role in the revision or development of building policies. Areas for consideration shall include, but not be limited to, such matters as curriculum, textbooks, distribution of material and supplies, discipline and parent visitation. Said Committee shall consist of three (3) teachers.

## ARTICLE XVI

### **SICK LEAVE – TEACHERS**

- A. All full-time teachers employed in the Sandyston-Walpack School District shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that day. Part-time teachers are entitled to a prorated number of sick leave days as determined in Article XXVI. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Whenever the Board employs a teacher who has an unused accumulation of sick leave days from another school district in New Jersey, the Board shall negotiate, but not grant full credit, the number of sick days to be carried into this district.
- C. Teachers, upon returning from sick leave, will be required to complete a form stating date taken.
- D. Teachers shall be given a written accounting of accumulated sick leave days no later than September 15th of each school year.
- E. Sick Days - Having reached the eleventh year of employment exclusive of approved leaves of absence, an employee upon separating, excluding termination, from the Sandyston-Walpack Consolidated School District shall be eligible to receive \$30.00 per day for each unused sick day. The employee shall notify the Board of his intention to separate by January 1st to be eligible for sick day reimbursement to be paid by July 1st. If the employee notifies the Board after January 1st, it will result in payment of sick day reimbursement the following year on July 1st.
- F. Personal Days — Unused personal days shall be converted to sick leave days.

### **SICK LEAVE – AIDES**

- A. Full-time Aides employed in the Sandyston-Walpack School District shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year and shall accrue sick days at a rate one sick day per month not to exceed ten (10) per year. Part-time aides are entitled to a prorated number of sick leave days as determined in Article XXVI. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Aides, upon returning from sick leave, will be required to complete a form stating dates taken.

- C. Unused personal days shall be converted to sick leave.

## ARTICLE XVII

### TEMPORARY LEAVES OF ABSENCE

- A. Full-time teachers and aides shall be entitled to the following temporary, non-accumulative leaves of absence, with full pay each school year. Part-time teachers and aides shall be entitled to a prorated number of temporary leave days as determined in Article XXV. All leaves will be requested in writing within a reasonable length of time, except in a case of an emergency.
1. Four (4) days leave of absence for full-time teachers to conduct personal, legal, business, household or family matters which require absence during school hours. Two (2) days leave of absence for full-time aides to conduct personal, legal, business, household or family matters which require absence during school hours. These days of personal leave may be taken in the following manner:
    - a. The teacher or aide shall provide twenty-four hours advance notice to the Principal for any single days taken, except in cases of emergency. The teacher or aide shall not be required to state the reason for taking such leave other than that he is taking it under this Section.
    - b. When two or more consecutive days of personal leave are taken (a Friday and the following Monday are considered two consecutive days) fourteen (14) days advance notice will be given to the Principal, except in cases of emergency, the reason for such leave will be stated and the teacher or aide must get approval of the Principal.
  2. Up to one (1) day for two (2) representatives of the Association to attend conference and conventions of State and National affiliated organizations.
  3. Time necessary for appearance in any legal proceeding connected with the teacher or aide's employment or with the school system.
  4. Up to five (5) school days at any one time in the event of the death of a teacher or aide's spouse, child, parent, or any member of the immediate household. Up to three (3) school days at any one time in the event of the death of a teacher or aide's mother-in-law, father-in-law, grandparent, brother, sister, brother-in-law or sister-in-law.
  5. In the event of the death of a teacher in Sandyston-Walpack School District, the school shall be closed on the day of the funeral. In the event of the death of a student in the Sandyston-Walpack District, the Principal will grant to an appropriate number of teachers/aides, sufficient time off to attend the funeral.
  6. Time necessary for jury duty. Jury pay received on school days shall be returned to the School Board.
  7. Time necessary for professional observation in the field of education, upon approval of the

Principal.

8. Other leaves of absence with pay may be granted by the Board for good reasons.
- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher or aide is entitled.

### ARTICLE XVIII

#### **EXTENDED LEAVES OF ABSENCE - TEACHERS**

- A. Association Activities - The Board agrees that one tenure teacher designated by the Association shall, upon request, be granted a leave of absence without pay for one (1) year for the purpose of engaging in activities of the Association or its affiliates. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- B. Peace Corps, Vista, etc. - A leave of absence without pay of up to two (2) years shall be granted to any tenure teacher who joins the Peace Corps, Vista, exchange teacher or overseas teacher, and is a full-time participant in either of such programs or accepts a Fulbright Scholarship. A contract of the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- C. College Teaching - A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- D. Military - Military leave without pay shall be granted to any teacher 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, not to exceed four (4) years. The contract for the year in which the teacher will be returned to full time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- E. Maternity Leave - The Board shall grant a leave of absence for maternity, without pay, to any tenure teacher upon written request for such leave, accompanied by the proper certification of pregnancy by the employee's physician.
1. A staff member must apply for maternity leave of absence as soon as she becomes aware of the pregnancy. The Board, considering the employee's physician's recommendations, shall have the power to determine in each case when the teacher concerned shall discontinue her duties.
  2. In recommending the duration of such leaves to the Board, the CSA shall take the following factors into account and shall report them to the Board when making his/her recommendations:
    - a. The personal health and family circumstance of the staff member.
    - b. The staffing needs of the school system.
    - c. The desirability of dovetailing staff changes with the school calendar.



3. At the discretion of the Board and upon recommendations by the CSA, maternity leave may be curtailed or terminated prior to the expiration of the full term for which the leave has been granted in case of interrupted pregnancy or loss of the child if an appropriate vacancy occurs in the school system and she is able to resume her professional responsibilities.
  4. Teachers who have been on maternity leave status normally will return at the beginning of the school year.
  5. Any teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements of the adoption, but in no case with less than thirty (30) days written notice to the CSA. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- F. **Sickness in Immediate Family** - 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 the tenure teacher's family: i.e., spouse, child, or parent. Additional leave may be granted at the discretion of the Board. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- G. **Leave for Personal Health and Family Hardship** - Upon the recommendation of the CSA, the Board of Education may permit members of the teaching staff to take leaves, not in excess of one (1) year in length for rest restoration of health, or the alleviation of hardship involving themselves or their immediate families. The contract for the year in which the teacher will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.
- H. **Other Leaves** - Other leaves of absence without pay may be granted by the Board for good reason.
- I. **Return from Leave**
1. Upon return from leave granted pursuant to Sections B, C and D of this Article, a teacher shall be considered as if he was actively employed by the Board, subject to provision Article X. A. 3. during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent provided, however that time spent on said leaves shall not count toward the fulfillment of the time requirements of acquiring tenure. A teacher shall not receive increments credit for time spent on a leave granted pursuant to Sections A, E, F and G of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
  2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave was commenced, if available, or, if not, to a substantially equivalent position.
- J. **Extensions or Renewals of Leaves** - All extensions or renewals of leaves shall be applied for, and if granted, be in writing.

## EXTENDED LEAVES OF ABSENCE – AIDES

### A. Maternity Leave

1. The Board shall grant a leave of absence for maternity, without pay, to any aide upon written request for such leave, accompanied by the proper certification of pregnancy by the employee's physician.
2. Aides must apply for maternity leave of absence as soon as she becomes aware of the pregnancy. The Board, considering the employee's physician's recommendations, shall have the power to determine in each case when the aide concerned shall discontinue her duties.
3. In recommending the duration of such leaves to the Board, the CSA shall take the following factors into account and shall report them to the Board when making his recommendations:
  - a. The personal health and family circumstance of the staff member.
  - b. The staffing needs of the school system.
  - c. The desirability of dovetailing staff changes with the school calendar.
4. At the discretion of the Board and upon recommendations by the CSA, maternity leave may be curtailed or terminated prior to the expiration of the full term for which the leave has been granted in case of interrupted pregnancy or loss of the child if an appropriate vacancy occurs in the school system and she is able to resume her professional responsibilities.
5. Aides who have been on maternity leave status normally will return at the beginning of the school year.
6. Aides adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements of the adoption, but in no case with less than thirty (30) days written notice to the CSA. The contract for the year in which the aide will be returned to full-time service must be returned signed or unsigned no later than one (1) month after date of issuance.

B. Extended Leaves of Absence - Leaves of absence without pay may be granted by the Board for good reason at the sole discretion of the Board and not subject to binding arbitration.

C. Extensions or Renewals of Leaves - All extensions or renewals of leaves shall be applied for, and if granted, be in writing.

## ARTICLE XIX

### **PROTECTION OF TEACHERS, STUDENTS AND PROPERTY**

- A. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety or well-being. However, teachers shall continue to perform duties until relieved by the Principal.
- B. "Indemnity of Officers and Employees in Certain Criminal Actions. Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the Board of Education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals."
- C. Members shall immediately report cases of assault suffered by them in connection with their employment to their Principal. He shall comply with any reasonable request from the member for information in his possession relating to the incident or the persons involved and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- D. The Board shall reimburse teachers for any loss, damage or destruction of clothing or personal property excluding automobiles, furs, jewelry and electronics while on duty in the school unless the teacher is found negligent or responsible for the loss. This section applies to Section A above.

## ARTICLE XX

### **MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

- A. When, in the judgment of a teacher, a student requires the attention of the Principal; he shall so inform the Principal.
- B. When, in the judgment of a teacher, a student is by his behavior seriously disrupting the instructional program to the detriment of other students; the teacher shall exclude the student from the classroom and refer him to the Principal.

## ARTICLE XXI

### **SUBSTITUTES**

- A. Positions which are vacant because teachers are temporarily absent or on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of Examiners and the Sussex County Superintendent of Schools.
- B. Beginning with the school year, the Board agrees at all times to maintain a list of substitute teachers. Teachers shall notify the district through an automated system before 7:00 a.m. of their inability to work on that day. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute.

ARTICLE XXII

INSURANCE

A. As of the beginning of the school year, the Board shall provide the health care insurance protection designated below:

1. Health & Dental Care
  - a. Each full-time teacher shall receive single coverage for medical and dental benefits. Starting in the 2019-2020 school year, upon reaching their three-year anniversary of employment, full time teachers shall then receive family coverage for health and dental benefits. It is agreed that the staff will make the contributions as called for in P.L. 2011. Chapter 78.
2. The Board will choose the appropriate insurance carriers, providing that such carriers shall provide coverage equivalent to New Jersey School Employee Health Benefit Plan. All full-time teachers eligible for medical coverage may choose from the SEHBP. However, Direct 15, will be the top plan of choice in compliance with P.L. 2020, Chapter 44.
3. The Board shall provide for continuance of health care insurance after actual retirement and collecting of pension, on the terms detailed in the master policies and contract agreed upon by the Board and the Association. The premiums will be paid by the teacher.
4. Starting in 2021-2022,-employees, who have health and dental insurance coverage elsewhere, may voluntarily choose to waive the Board-paid health and dental insurance for the cash payments listed in the chart below. Wavier of health insurance will be for a calendar year (July 1- June 30). All applications for this waiver must be submitted with proof of alternate coverage for the employee and his/her eligible dependents. The Board shall provide the employee written notification and appropriate application forms annually at least 30 days prior to the application deadline.

Notification of the insurance waiver by the employee to the school Business Administrator must be made no less than 30 days prior to the waiver period and must be restated in writing by the employee each year.

Payments shall be paid in equal installments over 10 months. Payment will be prorated for employees hired after July 1<sup>st</sup> or who leave before June 30<sup>th</sup>

Number of Faculty Waiving	Percent of Health & Prescription	Percent of Dental
1	10% of Board Responsibility	10% of Board Responsibility
2-4	15% of Board Responsibility	15% of Board Responsibility
5+	20% of Board Responsibility	20% of Board Responsibility

Example:

Total Cost – Family Coverage	Number of Faculty Waiving	Total Cost of Health Insurance*	Member’s Cost of per Chap. 78*	Board’s Responsibility *	Percent	Waiver equaling 15%
Healthcare & Prescription	1	\$33,372	\$6,078.00	\$27,294.00	10%	\$2,729.40
Dental	1	\$2,316		\$2,316	10%	\$231.60
Healthcare & Prescription	2-4	\$33,372	\$6,078.00	\$27,294.00	15%	\$4,094.00
Dental	2-4	\$2,316		\$2,316	\$2,316	\$347.40
Healthcare & Prescription	5+	\$33,372	\$6,078.00	\$27,294.00	20%	\$5,458.80
Dental	5+	\$2,316		\$2,316	\$2,316	\$463.20

\*May fluctuate based on State law and rates

Employee re-enrollment into any of the health plans may occur during the open enrollment period(s). An employee shall be entitled to reenroll in any health plan immediately if he/she submits proof of a life status change (e.g., loss of alternate coverage, unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change in the status of the other person’s insurance coverage. etc.)

Annually and upon any changes to medical, prescription, or dental coverage, every member shall receive an individualized written statement of costs and contributions.

### **AIDES' INSURANCE**

Any aide who works a minimum of 27.5 hours per week shall be eligible for district paid medical benefits and shall make the contributions as called for in P.L. 2011, Chapter 78.

### **ARTICLE XXIII**

#### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvements of instruction.
  
- B. The Board agrees to implement the following at the beginning of the 2000-2001 school year.
  1. To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training session or other such sessions which a teacher is required and/or requested by the administration to take. Said teacher shall also be compensated for all time spent in actual attendance at said sessions beyond his regular working day and year at his regular rate.

2. To cooperate with the Association in arranging in-service courses, workshops, conferences and programs designed to improve the quality of instruction.

C. Teacher Reimbursement for Courses.

1. The provisions are applicable to all tenured teachers.
2. Tuition courses not requested by the CSA will be reimbursed at the Rutgers graduate tuition rate.
3. Courses shall be limited to a teacher's related field and allowing not more than six (6) credits per school year subject to review and prior approval by the CSA. Course reimbursement shall be capped at no more than \$5000.00 for each school year.
4. Costs will be reimbursed upon successful completion of courses defined by a grade point average of 3.0 (B).
5. The Board of Education shall conduct a non-binding survey of teachers during the year prior to course enrollment.
6. Horizontal movement on the guide will be attained through college credit only with appropriate documentation. In-service credits earned prior to this agreement with staff documentation will be grandfathered.

D. Teachers attending approved professional development shall be reimbursed mileage at New Jersey Department of Educational Regulation rate.

E. Teachers will be able to select and attend out of district workshops or conferences on days normally scheduled as in-service days. The district will provide up to \$1000.00 per year as a total amount district wide to cover such workshops and staff attendance is contingent upon prior approval from administration. It should be noted that such out of district workshops will be scheduled on any of the in-service days (3) that are not defined as staff orientation day by the CSA.

#### ARTICLE XXIV

##### **PERSONAL AND ACADEMIC FREEDOM**

The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday.

#### ARTICLE XXV

##### **PART-TIME TEACHERS**

- A. A part-time teacher is any teacher who works less than 100% of a full-time position. A part-time teacher shall be paid their hourly rate prorated to the number of hours and minutes worked per day.

- B. A part-time teacher shall be required to attend a maximum of three (3) scheduled evening activities. A part-time teacher shall not be required to attend faculty meetings after school. They will meet with the Principal for fifteen (15) minutes before or after class once per month. They will be required to meet with parents as necessary.
- C. A part-time teacher shall receive planning time each day based on the following formula. To determine the weekly amount of planning minutes:  $P/N * M$  (number of minutes in a class period multiplied by five (5)). The resultant minutes shall be evenly divided over the part-time teacher's work week. For example, assuming a period is 39 minutes, a 40% teacher will receive  $18/45 * 39 \text{ minutes} * 5 = 78$  minutes of planning time per week.
- D. A part-time teacher shall not receive health benefits as per group insurance plan unless he works a minimum of twenty-seven and one half (27.5) hours per week.
- E. A part-time teacher will be eligible to move up on the salary guide each school year subject to the regular teacher evaluation process.
- F. A part-time teacher shall receive sick leave, personal leave, and death leave based on the following formula. To determine the amount of leave in hours:  $P/N * H$  (number of hours received by a full-time teacher). For example, assuming the workday is 7 hours, a 40% teacher will receive  $18/45 * 70 \text{ hours} = 28$  hrs. leave. \*N = total number of periods per week i.e. 45.

#### **PART-TIME AIDES**

- A. A part-time aide shall receive sick leave, personal leave, and death leave, based on the portion of time worked in relation to a full-time employee in like status.
- B. An aide who works:
  - 1. One day per week shall receive .2 or 20% of full-time temporary leave.
  - 2. Two days per week shall receive .4 or 40% of full-time temporary leave.
  - 3. Three days per week shall receive .6 or 60% of full-time temporary leave.
  - 4. Four days per week shall receive .8 or 80% of full-time temporary leave.
  - 5. An aide who works five days a week shall receive the same number of days as a full-time aide but shortened in length to their assigned workday hour (as per Article XXV, Part-Time Teachers, Bullet F).

ARTICLE XXVI

**SALARIES**

SCHEDULE A: TEACHER SALARY GUIDES

- A. Effective July 1, 2022, the base salaries of the Association shall be increased by 2.75%. As teachers obtain the top step of the guide they shall remain there and not create an off-guide step. All increases are inclusive of increment and retroactive to the dates referenced above. Salary Guides are to be mutually developed by both parties.

SCHEUDULE B: AIDES SALARY GUIDES – Hourly Rates

Year 1: 2022-2023

Step	Hourly Rate
1	\$15.05
2	\$15.30
3	\$15.55
4	\$15.80
5	\$16.05
6	\$16.30

- \*Aide’s hourly rate of pay shall be increased by \$0.50 on each step for each contract year.
- \*\*Aides will receive an additional \$0.50 per hour if they hold a substitute teaching certificate or teaching certificate.

SCHEDULE C – EXTRA DUTY PAY SALARY GUIDES

All clubs and activities in the school budget shall be posted with description and hours before the start of each school year. All postings shall be assigned only to teachers that applied for such positions. Note: The decision to hold any extra duty pay assignments are at the discretion of the CSA. All clubs must be held outside of contractual school hours or during a teacher’s lunch or prep time.

Clubs/Afterschool Activities	Hourly Rate	Maximum Teachers
Coaches	\$40	**
Teacher-in-charge	\$50	**
Student Council	\$40	1
Prime Time	\$40	1



TREPS	\$40	1
Drama Club	\$40	2
Curriculum Writing	\$40	**
After School Tutoring	\$50	**
Summer CST Work	\$50	**
Extended School Year	\$50	**
Home Instruction	\$50	**
*Grade 6 Extended Field trip	\$20	**

\*Teachers will be compensated at the rate of \$20 per hour to chaperone the Sixth Grade Field trip that extends beyond the end of the 7-hour school day. \*\*At the discretion of the CSA

#### NEW CLUBS

In the event that interest arises among students, teachers, or administration to initiate a new club not listed in Schedule C, the advisor will be paid at a rate of \$40 per hour with the maximum hours being set by the CSA. The advisor will apply for club approval and the CSA will make the final determination.

**ARTICLE XXVII**

**DURATION OF AGREEMENT**

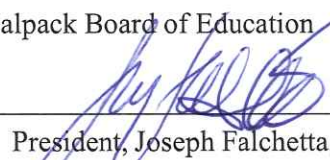
- A. This agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2027.
- B. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries and their corporate seals to be affixed hereto on the last day of the school year.

Sandyston-Walpack Teachers' Association

BY:   
President, Wendy Wesighan

BY:   
Secretary, Stacey Tarbell

Sandyston-Walpack Board of Education

BY:   
President, Joseph Falchetta, III

BY:   
Board Secretary, Edward Appleton

SCHEDULE A: TEACHER SALARY GUIDES

**YEAR 1**

**2022-23**

**TEACHERS**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>2</b>	55,306	56,806	57,806	59,306	59,801
<b>3</b>	56,435	57,935	58,935	60,435	60,930
<b>4</b>	57,605	59,105	60,105	61,605	62,100
<b>5</b>	59,270	60,770	61,770	63,270	63,765
<b>6</b>	61,005	62,505	63,505	65,005	65,500
<b>7</b>	62,805	64,305	65,305	66,805	67,300
<b>8</b>	64,665	66,165	67,165	68,665	69,160
<b>9</b>	66,665	68,165	69,165	70,665	71,160
<b>10</b>	67,958	69,458	70,458	71,958	72,453
<b>11</b>	69,250	70,750	71,750	73,250	73,745
<b>12</b>	71,405	72,905	73,905	75,405	75,900
<b>13</b>	73,640	75,140	76,140	77,640	78,135
<b>14</b>	75,960	77,460	78,460	79,960	80,455
<b>15</b>	78,360	79,860	80,860	82,360	82,855
<b>16</b>	80,855	82,355	83,355	84,855	85,350
<b>17</b>	83,720	85,220	86,220	87,720	88,215

**YEAR 2**

**2023-24**

**TEACHERS**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>2</b>	55,652	57,152	58,152	59,652	60,147
<b>3</b>	56,781	58,281	59,281	60,781	61,276
<b>4</b>	57,951	59,451	60,451	61,951	62,446
<b>5</b>	59,616	61,116	62,116	63,616	64,111
<b>6</b>	61,351	62,851	63,851	65,351	65,846
<b>7</b>	63,151	64,651	65,651	67,151	67,646
<b>8</b>	65,011	66,511	67,511	69,011	69,506
<b>9</b>	67,011	68,511	69,511	71,011	71,506
<b>10</b>	68,304	69,804	70,804	72,304	72,799
<b>11</b>	69,596	71,096	72,096	73,596	74,091
<b>12</b>	71,751	73,251	74,251	75,751	76,246
<b>13</b>	73,986	75,486	76,486	77,986	78,481
<b>14</b>	76,306	77,806	78,806	80,306	80,801
<b>15</b>	78,706	80,206	81,206	82,706	83,201
<b>16</b>	81,201	82,701	83,701	85,201	85,696
<b>17</b>	84,066	85,566	86,566	88,066	88,561

**YEAR 3**

**2024-25**

**TEACHERS**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>2</b>	55,966	57,466	58,466	59,966	60,461
<b>3</b>	57,095	58,595	59,595	61,095	61,590
<b>4</b>	58,265	59,765	60,765	62,265	62,760
<b>5</b>	59,930	61,430	62,430	63,930	64,425
<b>6</b>	61,665	63,165	64,165	65,665	66,160
<b>7</b>	63,465	64,965	65,965	67,465	67,960
<b>8</b>	65,325	66,825	67,825	69,325	69,820
<b>9</b>	67,325	68,825	69,825	71,325	71,820
<b>10</b>	68,618	70,118	71,118	72,618	73,113
<b>11</b>	69,910	71,410	72,410	73,910	74,405
<b>12</b>	72,065	73,565	74,565	76,065	76,560
<b>13</b>	74,300	75,800	76,800	78,300	78,795
<b>14</b>	76,620	78,120	79,120	80,620	81,115
<b>15</b>	79,020	80,520	81,520	83,020	83,515
<b>16</b>	81,515	83,015	84,015	85,515	86,010
<b>17</b>	84,380	85,880	86,880	88,380	88,875

**YEAR 4**

**2025-26**

**TEACHERS**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>2</b>	56,612	58,112	59,112	60,612	61,107
<b>3</b>	57,741	59,241	60,241	61,741	62,236
<b>4</b>	58,911	60,411	61,411	62,911	63,406
<b>5</b>	60,576	62,076	63,076	64,576	65,071
<b>6</b>	62,311	63,811	64,811	66,311	66,806
<b>7</b>	64,111	65,611	66,611	68,111	68,606
<b>8</b>	65,971	67,471	68,471	69,971	70,466
<b>9</b>	67,971	69,471	70,471	71,971	72,466
<b>10</b>	69,264	70,764	71,764	73,264	73,759
<b>11</b>	70,556	72,056	73,056	74,556	75,051
<b>12</b>	72,711	74,211	75,211	76,711	77,206
<b>13</b>	74,946	76,446	77,446	78,946	79,441
<b>14</b>	77,266	78,766	79,766	81,266	81,761
<b>15</b>	79,666	81,166	82,166	83,666	84,161
<b>16</b>	82,161	83,661	84,661	86,161	86,656
<b>17</b>	85,026	86,526	87,526	89,026	89,521

**YEAR 5**

**2026-27**

**TEACHERS**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>2</b>	57,256	58,756	59,756	61,256	61,751
<b>3</b>	58,385	59,885	60,885	62,385	62,880
<b>4</b>	59,555	61,055	62,055	63,555	64,050
<b>5</b>	61,220	62,720	63,720	65,220	65,715
<b>6</b>	62,955	64,455	65,455	66,955	67,450
<b>7</b>	64,755	66,255	67,255	68,755	69,250
<b>8</b>	66,615	68,115	69,115	70,615	71,110
<b>9</b>	68,615	70,115	71,115	72,615	73,110
<b>10</b>	69,908	71,408	72,408	73,908	74,403
<b>11</b>	71,200	72,700	73,700	75,200	75,695
<b>12</b>	73,355	74,855	75,855	77,355	77,850
<b>13</b>	75,590	77,090	78,090	79,590	80,085
<b>14</b>	77,910	79,410	80,410	81,910	82,405
<b>15</b>	80,310	81,810	82,810	84,310	84,805
<b>16</b>	82,805	84,305	85,305	86,805	87,300
<b>17</b>	85,670	87,170	88,170	89,670	90,165

