
A G R E E M E N T

between the

**CAMDEN EDUCATION ASSOCIATION
(TEACHERS)**

and the

CAMDEN CITY SCHOOL DISTRICT

July 1, 2015 through June 30, 2018

Final Agreement for Execution - 09/7/15

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PREAMBLE

THIS AGREEMENT is entered into this 21st day of September 2015 by and between the Camden City School District, Camden, New Jersey, hereinafter called "the District" 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 New Jersey Employer Employee Relations Act, the District 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; JAG Counselor (Guidance Counselor); JAG Specialist (Ed Prog Spec); but excluding the State 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 District.

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 State Superintendent and District Secretary, the District agrees to make known to the President when and where the Association may obtain documents that the District is required by law to release.

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

D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed 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 District 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 ten (10) work days, he/she shall initiate a grievance in writing to the Principal or immediate supervisor with a copy to the State Superintendent.

The Principal or immediate supervisor shall communicate a decision to the grievant in writing within ten (10) work days of receipt of the written grievance.

4. The teacher, no later than ten (10) work days after receipt of the Principal's or immediate supervisor's decision, may appeal that decision to the State Superintendent. The appeal to the State 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 State Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) work days. The State 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 in writing from the other party additional time to process the grievance. Any such extension shall be agreed to in writing.

5. If the decision of the State Superintendent 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 State Superintendent's decision.

6. (a) The parties agree to use the following arbitration panel: James Mastriani; Martin Scheinman; Jeffrey Tener; and Joel Weisblatt. The parties agree to be bound by the Rules and Guidelines under the Public Employment Relations Commission (PERC).

(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. The Arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the District. The recommendations of the Arbitrator shall be binding on the parties. Only the State Superintendent 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.

7. 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.

8. 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 District 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 State 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 developing the grievance form to be utilized.

E. Salary Appeals:

1. A grievance involving a question of salary shall be initiated by filing a statement of grievance with the State Superintendent for ruling and may thereafter proceed under Sections B5 and B6 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 employee due to arbitration hearings or mutually scheduled grievance proceedings, the employee 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 State Superintendent or his/her designee, the District 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 District 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 State Superintendent or his/her designee, the District 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 actions by the State Superintendent or the District which will adversely affect a teacher's/employee's job status within 3 work days after such action.

ARTICLE V

ASSOCIATION RIGHTS 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 District. Permission may only be granted if the Association makes a written request to the District 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. 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:

1. 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.

2. 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 Wednesday 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 District agrees to supply the Association with names and addresses of all teachers on October 1st, and with names and building assignments on February 1st, of each year. The District shall also provide the Association by October 1st with the names and addresses of teachers to be initially employed as of September 1st. This information shall be used by the Association only for organizational purposes. The District shall bear no responsibility for the use of this information after it has been supplied to the

Association. The District 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 District 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 District 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 State Superintendent.

M. Association Leave Days.

The District 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 District and/or Association members. All requests for use of Association days shall be submitted in writing to the State 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 State Superintendent to arrange for release time to attend to Association business.

ARTICLE VI

BOARD RIGHTS

- A. The Association recognizes that the State Superintendent and/or the District may not, by agreement delegate authority and responsibility which by law are imposed upon and lodged with the District.
- B. It is understood by all parties that, under the rulings of the Courts of New Jersey and the State Commissioner of Education, the State Superintendent and/or the District is forbidden to waive any rights or powers granted it by law.
- C. The State Superintendent and/or the District, 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 INSTRUCTION AND FEDERAL PROGRAMS**

A. 1. All openings for positions in the accredited Evening 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 ten (10) 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) 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.

(d) Teachers who are required to attend workshops or in services beyond the normal work day shall be paid \$30.00 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. 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 May 30. The schedule is to be determined by the Assistant Superintendents for Curriculum and Instruction.

2. The Board may assign One (1) Guidance Counselor 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's, 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 May 30. The schedule is to be determined by the Director of Special Services.

5. The summer hours for all LDTC's, 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).

D. Home Instruction

1. Home instruction assignments shall first be offered during non-school hours to CEA staff. If no CEA staff member accepts the assignment, it shall be offered as outlined below.

2. In the event that no CEA members accepts the assignment, home instruction may take place during school hours or after school hours and certificated non-CCSD staff may be hired to perform such instruction for students on weekdays during the academic year, between September and June.

3. These non-CCSD staff hired for academic year, day-time, weekday home instruction, may be hired on a part-time or hourly basis.

4. The right of first refusal for Saturday home instruction shall be given to existing CCSD teachers.

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 State 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 District'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 State Superintendent's review.

(b) The State 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.

(c) Local Service - Prior local service shall reflect years of service to the District. 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 an employee no later than ten (10) calendar days

from, the date of the State Superintendent'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 State 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 School District 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 District 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.

(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 State Superintendent. One credit for the purpose of lateral movement shall also be granted for each mini-course so designated at the discretion of the State Superintendent 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 State 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) 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 State 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 Schedules "A" and "B" which are 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. **EXTRA-CURRICULAR ACTIVITIES**

1. Compensation for all extracurricular activities shall be as set forth in Schedule "C", which is attached hereto and made a part hereof.
2. Prior to accepting a position on Schedule "C", 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 "G", 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 "H", 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. Compensation for grade level chairpersons shall be as set forth in Schedule "H", which is attached hereto and made a part hereof.
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 "H".

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 District's obligations, under the terms of this Agreement, to pay the additional compensation as set forth herein, are 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**

Paychecks and pay vouchers are to be placed in individual envelopes unless they are done on pressure-sealed checks.

J. **FLEXTIME**

During the term of this Agreement, for any District approved student program or initiative, the State 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 State Superintendent and the CEA's negotiations team.

Effective 7/1/03, for the term of this Agreement, unless the program is eliminated, there shall be the following existing flextime 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 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 highest rate allowable by the State of New Jersey.

(b) Health and Social Services Coordinators who are required to use their automobiles in the performance of their duties, shall be compensated at the highest rate allowable by the State of New Jersey.

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 State 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 State Superintendent's determination and shall not be grievable or arbitrable.

M. **LONGEVITY**

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.

N. **SPLIT CLASSES**

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 District 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 District.

B The Association agrees to save the District 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 District 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 District, prior to November 1, a list of those employees who have not become members of the Association for the then current membership year. The District 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 District before the Association has received the full amount of the representation fee to which it is entitled under (his Article, the District 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 State Superintendent or his/her designee 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 assignment location.

E. In addition to those taxes already being deducted, the District 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 District.

F The District agrees to make available a payroll deduction to the South Jersey Federal Credit Union. This shall be at no cost to the District.

G The District agrees to make available electronic direct deposit or employee's paychecks, provided the employees individually authorize the Board to do so. The District 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 District. This shall be at no cost to the District.

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. EVALUATION PREFACE

1. It is mutually understood that evaluation is the measure of the overall performance of an employee, and formal observation is but one position.
2. The parties agree that the prevailing emphasis of District evaluation shall continue to be that which produces a collegial and timely intervention among staff, designed to improve and maintain quality education for the students of Camden.
3. Teachers shall be evaluated in accordance with applicable law statutes and regulations.
4. Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction and employed as an administrator.
5. Information related to the evaluation of a particular employee shall be maintained by the school district, shall be confidential, and shall not be accessible to the public pursuant to P.L. 1963, c.73 (C.47:1A-1 et seq.).

B. OBSERVATIONS

All evaluations/observations of the work performance of teachers shall be conducted openly. Teachers shall be informed when an evaluation, of which a recording will be made, is being conducted. The use of eavesdropping tape recording, cameras, and any other electronic devices shall not be used in observation of a teacher's performance without the permission of the teacher.

Videotaping is permitted for the purpose of coaching and support and shall not be used for any evaluative or disciplinary purposes.

C. PROCEDURES

1. All evaluations shall be conducted in accordance with District policy, the provisions of this contract and applicable law. The procedures and criteria to be utilized shall be made available to all employees prior to their being evaluated.

All employees shall be formally observed by their supervisor as often as deemed necessary during each school year, to be followed by a written formal observation(s) report and by a conference between the employee and his immediate supervisor for the purpose of identifying any differences, extending assistance for their correction and improving instruction.

2. Each non-tenured teacher shall receive at least one (1) formal evaluation prior to December 15th and two (2) others on or before April 1st each year.
3. Each tenured teacher shall receive at least one (1) formal observation per school year prior to April 1st.
4. An employee shall be given a copy of any observation /evaluation prepared by his/her observer at least one (1) day before any conference to discuss it. Such conference shall be held within ten (10) school days of the observation, except in cases of emergency. No such report shall be submitted to the central office, placed in the employees file or otherwise acted upon without prior conference with the employees. No employee shall be required to sign a blank or incomplete formal observation form.
5. A teacher's receipt and/or review of an evaluation does not necessarily indicate agreement or disagreement with the evaluation.

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6. Teachers shall be allowed to write rebuttal to any evaluation report and have it attached to such report. Such rebuttal shall be submitted within fifteen (15) school days of the conference.
 7. If concerns about an employee's performance exist, the parties can develop an improvement plan designed to bring about the desired change.
 8. The individual teacher has a right to an additional evaluation by a different evaluator if the teacher disagrees with the conclusions reached in the previous evaluation.

D. DISTRICT EVALUATION ADVISORY COMMITTEE (DEAC)

1. The District shall establish an Evaluation Advisory Committee (DEAC) to oversee and guide the planning and implementation of the Districts evaluation policies and procedures. The DEAC shall be comprised of an equal number of CEA and District representatives. The committee will include teachers from each building in the District, central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one (1) administrator conducting evaluation who participates on School Improvement Panel (SCIP as per AI). The State Superintendent reserves the right to extend the membership on the committee, as long as it maintains the language in the law one (1) teacher to every two (2) administrators. By the end of the school year the committee will make specific recommendations to the State Superintendent about how to adjust the system (if necessary) with the exception of resolution.

2. The DEAC shall meet at least four (4) times during the year. All members of the DEAC shall receive meeting agendas one (1) week prior to scheduled

meeting. Release time will be provided if meeting is scheduled during the work day or hourly compensation (as per negotiated contract) if the meeting is scheduled after the contractual day. The DEAC and the State Superintendent will publish an annual report summarizing the implementation progress and adjustments to the system.

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 District 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 District 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. Effective July 1, 2015, teachers shall be paid \$90.00 for each unused sick leave day accumulated at the time of retirement not to exceed \$15,000.00. If they provide notice of intent to retire no later than February 1, 2016 then the amount paid will be disbursed in July of 2016. If notice to retire is provided after February 1, then disbursement of the funds is not done until July 2017. This same procedure will exist

prospectively. If a teacher dies, his/her estate shall receive the value of the accumulated sick days.

F. **SICK LEAVE BANK**

1. Purpose

The parties agree to establish and implement a sick leave bank utilizing a voluntary donation program to assist employees who experience a catastrophic health condition or injury” and have exhausted their paid leave benefits. The bank shall allow employees to voluntarily donate accrued vacation, personal days and/or sick leave to said bank. This bank shall be established pursuant to P.L. 2007, Chapter 223.

2. Definition

A catastrophic health condition or injury is a life threatening condition or combination of conditions or a period of disability required by his or her mental or physical health or the health of the employee’s fetus and requiring the care of a physician who provides a medical verification of the need for the employee’s absence.

3. Committee

The sick leave bank shall be administered by a committee which shall be comprised of four (4) members selected by the District and four (4) members selected by the Association. (two (2) from the Certified Unit and two (2) from the Support Staff Unit.) The committee shall establish standards and procedures as it deems appropriate for the operation of the sick leave bank. These shall include, but not be limited to, eligibility requirements for participation in the sick leave bank and the conditions under which the sick leave time may be drawn. No day of leave which is donated to the sick leave bank by an employee shall be drawn by that employee or any employee from the sick leave bank unless authorized by the committee in order to provide sick leave.

While one committee will serve for both Certified and Non-Certified Units, there will be a separate bank (reserve) of days for each unit.

Each committee members will sign a Confidentiality Statement which precludes disclosure of any information discussed by the committee to anyone outside the committee.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

A. PERSONAL LEAVE

1. 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 State 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 State 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, at the end of the school year, be accumulated and added to the individual teacher's sick leave accumulation.

2. 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 then-personal days after they have worked ninety (90) days.

B. BEREAVEMENT LEAVE

1. In case of absence on account of death of a husband or wife or a civil union partner, 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.

2. 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.

3. 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.

4. Teachers may be allowed to attend the funeral of a co-worker or student without loss of pay upon receiving such permission from the State Superintendent.

5. All employees taking bereavement leave under Section 1, 2, and/or 3 shall submit a signed certification to the State Superintendent 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 District.

C. **GRADUATION LEAVE**

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 State Superintendent five (5) days in advance.

D. **MILITARY LEAVE**

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. Other military leaves shall be pursuant to USERRA.

E. **MARRIAGE LEAVE**

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.

F. **JURY DUTY LEAVE**

Teachers who are required to serve jury duty shall receive their full salary for the day(s) served and remit to the District the amount of their jury pay,

G. **PROFESSIONAL LEAVE**

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.

H. **REQUESTS FOR LEAVES**

All requests for permission to be absent for reasons other than illness must be made in writing to the State Superintendent review and approval.

ARTICLE XIV

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to one (1) year may be granted to any teacher who 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 notify the Principal and the State Superintendent in writing within sixty (60) days of the estimated due date. The teacher shall be entitled to use sick leave pursuant to Article XII of the Agreement for pregnancy related illness or disability. Once the sick days have been exhausted, the employee shall begin unpaid leave and concurrently use FMLA and/or NJFLA leave.
- E. **CHILD REARING LEAVE (without pay)**

Unpaid Child Rearing leave shall be available to both female and male teachers pursuant to the procedures below.

- 1. Child Rearing Leave, without pay, shall be granted to a teacher with a child less than six (6) months of age provided application is made in writing to the State Superintendent no later than sixty (60) days prior to the beginning of such leave. Such leave shall not exceed a period of twenty-four (24) months. Any such leave for less than twenty-four (24) consecutive months shall be extended upon an

employee's written request as long the total leave time does not exceed a total of twenty-four (24) consecutive months and as long as a formal written request to extend is received by the District no less than sixty (60) days before the end of the initial period. Further, this block of time must be taken continuously, such that once an employee returns to work, any remaining time under this section automatically expires.

2. Notice that a teacher intends to return to active duty must be made in writing to the State Superintendent no later than sixty (60) days prior to the date of the return. The return may only occur at the start of a new marking period or the start of the school year.

3. Teachers on unpaid child rearing leave shall concurrently use FMLA and/or NJFLA.

4. Every effort shall be made for teachers returning from Child Rearing Leave to be restored to the same position, subject area, and/or grade level vacated at the commencement of such leave, but is not guaranteed.

5. Teachers returning from Child Rearing Leave shall be placed on the latest salary guide with teachers of equal training and experience. No experience credit will be given for the period of such leave unless the teacher has been in a paid status for five (5) month or more in the school year in which the leave was taken.

6. Child Rearing Leave shall not be granted to a non-tenured teacher beyond the initial contract year in which the leave is obtained. Nothing herein is to preclude a teacher from requesting an additional period of Child Rearing Leave.

F. **ADOPTION/CHILD REARING LEAVE (without pay)**

A teacher adopting an infant child up to one (1) year of age shall receive Child Rearing Leave, without pay, which shall commence upon receiving de factor custody of said infant or earlier if necessary to fulfill the requirements of adoption. All of the Child Rearing leave procedures as stated in Section E shall apply where applicable.

G. **RESTORATION OF BENEFITS UPON RETURN FROM LEAVE**

All benefits to which a teacher was entitled at the time his extended leave without pay commenced, including but not limited to unused accumulated leave and credits towards any other leave, shall be restored to him/her upon his/her return.

H. **USE OF LEAVES UNNDER FMLA AND/OR NJFLA**

Teachers on an unpaid leaves of absence shall run their time concurrently with the FMLA and/or NJFLA. However, any time spent on a paid leave of absence by a teacher shall not be required to run the time concurrent with the FMLA and/or NJFLA leave

I. **CARE FOR A SICK MEMBER OF THE 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 teacher's immediate family. Additional leave may be granted at the discretion of the State Superintendent.

J. **SERVICE IN PUBLIC OFFICE**

The State Superintendent may grant a leave of absence without pay to any teacher to serve in a public office.

K. **OTHER LEAVES FOR GOOD CAUSE**

Other leaves of absence, with or without pay and benefits, may be granted by the State Superintendent for good cause.

L. **EXTENSIONS/RENEWALS**

All extensions or renewals of leaves provided for under this Article shall be applied for in writing. The State Superintendent shall notify the teacher of his decision in writing and the decision is at his sole discretion, with the exception of Section E.1. above which shall be granted if all the provisions are followed.

M. Teachers granted an extended leave of absence shall be notified by a written letter from the State Superintendent or designee of their rights to insurance benefits while on said leave.

N. Notice that a teacher intends to return to active duty from an extended leave must be made in writing to the State Superintendent no later than sixty (60) days prior to the anticipated date of return. The return may only occur at the start of a new marking period or the start of the school year.

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 State 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 State Superintendent or his designee and is subject to his/her approval.

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 State Superintendent. 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 District for the amount of money received for sabbatical leave.

ARTICLE XVI

PROTECTION OF TEACHERS AND THEIR PROPERTY

- A. The State 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 State Superintendent on each incident. Membership of this committee shall be selected from names recommended to the State 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 District 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 State Superintendent by the principal or immediate supervisor. The Association may consult with the State Superintendent, who shall comply with any reasonable request from the Association for information in the possession of the State Superintendent relating to the incident or person involved, subject to review by the Board Solicitor.
- C. A joint committee of members appointed by the State 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, State 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 State Superintendent 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 District 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 District will continue to assume the cost of individual employee and dependent coverage, where appropriate, for health and major medical coverage, at at least the same level of benefits and coverage as provided on December 31, 2015 subject to any mandatory contributions pursuant to Section B below.

B. Pursuant to c. 78, P.L. 2011, employees began the four year phase-in period of the health care premium contributions set forth in N.J.S.A. 52:14-17.28c on July 1, 2011. Starting July 1, 2014 and for the duration of this Agreement, employees shall pay the full amount of the statutory health care premium contribution on Step 4 of the existing scale, or in accordance with any new statute if a higher payment is mandated. No employee's health care premium contribution shall be less than 1.5 percent of his or her base salary.

C. The District will continue to assume one hundred (100%) percent of the individual employee and dependent coverage, where appropriate, for the prescription drug insurance program subject to any mandatory contributions pursuant to Section B above. 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.

D. The District will continue to 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 District in its discretion after consultation with the Association.

E. The Board shall continue to provide optical insurance coverage for the employee and his/her family.

F. Effective July 1, 2015, employees eligible for coverage who provide the required certification that coverage is provided by a spouse may decline coverage and will be reimbursed 25% of the District's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at the rate for the current level of coverage at the time of the request for payment. If the spouse's coverage ends, the employee may re-enroll in the District's policy. Payment will be provided after the end of the policy term. This waiver incentive is not available to employees whose other means of coverage would be via another individual enrolled in a SHBP/SEHBP medical plan, in accordance with the applicable statute and regulations. Such waiver is irrevocable for the plan year unless the employee has a change in life event as delineated in the law. The District shall continue its Section 125 Plan including a Flexible Spending Account (FSA).

G. If an employee who has a spouse employed by the District chooses not to take the dental and/or optical insurances, that employee shall be paid one-half ($\frac{1}{2}$) of the premium(s) for the insurance(s) not taken in addition to any payment received under Section F above. 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.

ARTICLE XVIII

TUITION REIMBURSEMENT

- A. Effective July 1, 2015, a total of one hundred twenty-five thousand dollars (\$125,000) shall be available for tuition reimbursement.
- B. 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 State 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 State 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 based upon the Rutgers University Camden Campus part time student, NJ Resident per credit rate.

H. Teachers entitled to tuition reimbursement shall be paid in accordance with their position on the eligibility list. No teacher receiving tuition reimbursement with valid receipts shall receive more than three (3) credits worth of reimbursement per semester, eg. An amount not to exceed \$1,986.00 under this Article.

I. The Association shall be provided by the State Superintendent with a list of teachers and the final amount each had received for tuition reimbursement.

J. Any teacher who receives any tuition reimbursement during an academic year must remain in the District'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 or rified.

ARTICLE XIX

CLASS SIZE

A. It is recognized by the District 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 sizes 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 15th of each year, the State 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 State Superintendent shall meet with representatives of the Association and attempt to make appropriate adjustments as recommended by the Association.

ARTICLE XX

EMPLOYEE ASSISTANCE PROGRAM

The District agrees to maintain an Employee Assistance Program.

ARTICLE XXI

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 XXII

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 XXIII

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. State Superintendent - Camden Education Association Liaison Committee. The State 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 State Superintendent within one (1) week of a written request for such meeting. This request shall set out the matters to be discussed.

ARTICLE XXIV

REDUCTION IN FORCE

A. If a reduction in force is being considered, the District 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. Only tenured teachers on layoff shall be considered as awaiting recall.

2. Tenured 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 tenured teacher on layoff is certified to fill the vacant position.

(b) All tenured certified teachers on layoff decline the offer to fill the vacancy.

(c) No tenured teacher on layoff requests the vacant position within thirty (30) days from the time of the notice of its availability.

4. All tenured 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.

D. A list establishing the order of recall according to the above standards shall be drawn by agreement between the District and the Association.

E. All provisions of this Article shall be interpreted and/or implemented in accordance with statutes, regulations and case law.

ARTICLE XXV

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. Within the work year, the State Superintendent shall designate three (3) days for in-service to be used for professional development of the professional staff.

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 State 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. 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 State Superintendent shall present the calendar for the next school year to the Association for its review and comments, prior to its adoption by the District.

E. Each year, prior to the last day of school, the District will notify the unit if there will be a voluntary Summer Institute, which would occur at a specified time in late August and take place over consecutive days for the specific purpose of professional development for the staff. The titles that will be included in the professional development will also be provided within the same time period. Payment for approved participants will be based on the hourly rate set per Art. VII A. 1(d).

ARTICLE XXVI

TEACHING HOURS AND LOAD

A. 1. The maximum daily assigned time for all teachers shall not exceed seven (7) hours and five (5) minutes per day.

2. Flextime

Starting with the 2016-2017 school year, the District will designate no later than June 25 of the prior school year the start and end times that each school will be open for the following year. No school shall start earlier than 7:30 a.m. and no school will end later than 5:00 p.m. Every employee's workday shall not exceed the work day as specified on Section A above. No bargaining unit member will be required to come in any more than 1 hour before school starts or remain longer than one (1) hour after school ends. This provision will supersede any other starting and ending time listed in this Agreement or any other provision or section.

B. Teachers may be required to attend up to five (5) staff meetings per month after students are dismissed, in which case teacher attendance may not be required for more than forty-five (45) minutes after school dismissal for an aggregate of two hundred-twenty five minutes (225) per month. However, the District may restructure the minutes so that the meeting schedule may be set for fewer meetings a month, where no meeting will exceed ninety (90) minutes, if it provides notice by June 30 of the prior school year. Either way, the same monthly number of minutes per month will be utilized.

C. 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.

D. 1. The Board will appoint and compensate at the rates established in Schedule G 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.

E. The summer work day of the Site Managers, Health and Social Services Coordinator, and Crisis Counselors shall be from 8:30 a.m. to 4:00 p.m., including a duty-free lunch hour.

F. Duty-Free Lunch Period

1. Effective July 1, 2015, all teachers shall have a 45-minute duty free lunch period, which must be taken between 10:45 a.m. and 1:30 p.m.
2. All teachers may leave their building without obligation during their duty free lunch period, provided they notify the main office of their leaving and returning.

G. Unassigned Preparation Period

1. Effective July 1, 2015, all teachers shall have a 45-minute unassigned preparation period.
2. A teacher may receive an assignment during his/her unassigned preparation period in the case of an emergency or if he/she volunteers for an assignment, the payment for which shall be pursuant to the appropriate provision of this contract.
3. Teachers may leave the building during any one (1) preparation period per week, provided they notify the main office of their leaving and returning.

H. Unassigned Time

1. Effective July 1, 2015, all teachers shall have an aggregate of 45-minutes of unassigned time that will be scheduled before the start of the school day and/or at the end of the school day. However, it is required that all teachers arrive no less than 10 minutes before the start of the students' day and such 10 minutes shall be part of the 45 aggregate minutes of unassigned time.

I. Fridays or Last Work Day of the Week

All ten (10) month and twelve (12) month unit members shall be allowed to leave five (5) minutes after the students' dismissal time on Fridays or any other day that ends the work week.

ARTICLE XXVII

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 G and H 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 it Schedule C.

ARTICLE XVIII

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 State 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 the State Superintendent's approval. If such approval occurs, the District 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 H. 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 H, from the effective date of appointment.

ARTICLE XXIX

TRANSFERS AND REASSIGNMENTS

A. No later than June 1st, the State 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 State Superintendent'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 State Superintendent or his/her designee prior to the effectuation of the transfer.

ARTICLE XXX

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 State 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 State 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 State Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer.

ARTICLE XXXI

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 District in force on said date, shall continue to be so applicable during the term of the Agreement.

ARTICLE XXXII

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 District at 201 North Front Street, Camden, New Jersey 08102 Attention: District Secretary
2. If by the District, 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 District 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 District, and provided further that said agreement would also result in changes in established written work rules covering members of this bargaining unit, then the District 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 XXXIII

ATTENDANCE INCENTIVE

A. 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, unless precluded by law. Notification of a teacher's election to exercise this option must be in writing to the State Superintendent, no later than June 30th. Payment will be made in July.

ARTICLE XXXIV

DURATION OF AGREEMENT

A. The provisions of the Agreement shall be effective July 1, 2015 except as herein provided and shall remain in full force and effect to and including June 30, 2018, 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 then" respective secretaries, and their corporate seals to be placed hereon, on the day and year below written.

CAMDEN CITY SCHOOL DISTRICT

CAMDEN EDUCATION ASSOCIATION

By



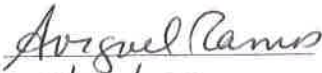
Paymon Rouhanifard

State Superintendent

Date

9/21/15

Attest:



Date

9/21/15

By



Robert Farmer

President

9/17/15

Date



Attest:



Date

9-17-15

SALARY GUIDE A-1

10 MONTH CERTIFIED TEACHERS

2015-2016

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	51,887	52,887	53,887	54,887	55,887	56,887	57,887	50,787	50,987
2	52,387	53,387	54,387	55,387	56,387	57,387	58,387	51,287	51,487
3	52,987	53,987	54,987	55,987	56,987	57,987	58,967	51,887	52,087
4	53,587	54,587	55,587	56,587	57,587	58,587	59,587	52,487	52,687
5	54,555	55,555	56,555	57,555	58,555	59,555	60,555	53,455	53,655
6	57,603	58,603	59,603	60,603	61,603	62,603	63,603	56,503	56,703
7	61,003	62,003	63,003	64,003	65,003	66,003	67,003	59,903	60,103
8	64,503	65,503	66,503	67,503	68,503	69,503	70,503	63,403	63,603
9	68,003	69,003	70,003	71,003	72,003	73,003	74,003	66,903	67,103
10	71,703	72,703	73,703	74,703	75,703	76,703	77,703	70,603	70,803
11	75,403	76,403	77,403	78,403	79,403	80,403	81,403	74,303	74,503
12	81,508	82,523	83,538	84,553	85,568	86,583	87,597	80,391	80,594

All employees on Steps 1 through 11 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12. (1.5% above the 2014-2015 Step 12)

SALARY GUIDE A-2

10 MONTH CERTIFIED TEACHERS

2016-2017

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	51,887	52,887	53,887	54,887	55,887	56,887	57,887	50,787	50,987
2	52,387	53,387	54,387	55,387	56,387	57,387	58,387	51,287	51,487
3	52,987	53,987	54,987	55,987	56,987	57,987	58,967	51,887	52,087
4	53,587	54,587	55,587	56,587	57,587	58,587	59,587	52,487	52,687
5	54,555	55,555	56,555	57,555	58,555	59,555	60,555	53,455	53,655
6	57,603	58,603	59,603	60,603	61,603	62,603	63,603	56,503	56,703
7	61,003	62,003	63,003	64,003	65,003	66,003	67,003	59,903	60,103
8	64,503	65,503	66,503	67,503	68,503	69,503	70,503	63,403	63,603
9	68,003	69,003	70,003	71,003	72,003	73,003	74,003	66,903	67,103
10	71,703	72,703	73,703	74,703	75,703	76,703	77,703	70,603	70,803
11	75,403	76,403	77,403	78,403	79,403	80,403	81,403	74,303	74,503
12	82,731	83,761	84,791	85,821	86,852	87,882	88,911	81,597	81,803

All employees on Steps 1 through 11 shall advance one Step from their 2015-2016 Step effective July 1, 2016. Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12. (1.5% above the 2015-2016 Step 12)

SALARY GUIDE A-3

10 MONTH CERTIFIED TEACHERS

2017-2018

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC	NON	VOC
1	51,887	52,887	53,887	54,887	55,887	56,887	57,887	50,787	50,987
2	52,387	53,387	54,387	55,387	56,387	57,387	58,387	51,287	51,487
3	52,987	53,987	54,987	55,987	56,987	57,987	58,967	51,887	52,087
4	53,587	54,587	55,587	56,587	57,587	58,587	59,587	52,487	52,687
5	54,555	55,555	56,555	57,555	58,555	59,555	60,555	53,455	53,655
6	57,603	58,603	59,603	60,603	61,603	62,603	63,603	56,503	56,703
7	61,003	62,003	63,003	64,003	65,003	66,003	67,003	59,903	60,103
8	64,503	65,503	66,503	67,503	68,503	69,503	70,503	63,403	63,603
9	68,003	69,003	70,003	71,003	72,003	73,003	74,003	66,903	67,103
10	71,703	72,703	73,703	74,703	75,703	76,703	77,703	70,603	70,803
11	75,403	76,403	77,403	78,403	79,403	80,403	81,403	74,303	74,503
12	83,972	85,017	86,063	87,108	88,155	89,200	90,245	82,821	83,030

All employees on Steps 1 through 11 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12 effective July 1, 2017. (1.5% above the 2016-2017 Step 12)

SALARY SCHEDULE B-1**2015-2016****CRISIS COUNSELOR;****HEALTH AND SOCIAL SERVICES COORDINATOR;****SCHEDULER; SITE MANAGER****12 Months Certified**

Step	BA	BA+15	BA+3	MA	MA+15	MA+30	DOC	NON	VOC
1	61,866	63,066	64,266	65,466	66,666	67,866	69,066	60,546	60,786
2	62,466	63,666	64,866	66,066	67,266	68,466	69,666	61,146	61,386
3	63,186	64,386	65,586	66,786	67,986	69,186	70,386	61,866	62,106
4	63,906	65,106	66,306	67,506	68,706	69,906	71,106	62,586	62,826
5	65,706	66,906	68,106	69,306	70,506	71,706	72,906	64,386	64,626
6	69,124	70,324	71,524	72,724	73,924	75,124	76,324	67,804	68,044
7	73,204	74,404	75,604	76,804	78,004	79,204	80,404	71,884	72,124
8	77,404	78,604	79,804	81,004	82,204	83,404	84,604	76,084	76,324
9	81,604	82,804	84,004	85,204	86,404	87,604	88,804	80,284	80,524
10	86,044	87,244	88,444	89,644	90,844	92,044	93,244	84,724	84,964
11	90,484	91,684	92,884	94,084	95,284	96,484	97,684	89,164	89,404
12	96,348	97,566	98,878	100,002	101,220	102,438	103,656	95,009	95,252

All employees on Steps 1 through 11 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12. (1.5% above the 2014-2015 Step 12)

SALARY SCHEDULE B-2

2016-2017

CRISIS COUNSELOR;

HEALTH AND SOCIAL SERVICES COORDINATOR;

SCHEDULER; SITE MANAGER

12 Months Certified

Step	BA	BA+15	BA+3	MA	MA+15	MA+30	DOC	NON	VOC
1	61,866	63,066	64,266	65,466	66,666	67,866	69,066	60,546	60,786
2	62,466	63,666	64,866	66,066	67,266	68,466	69,666	61,146	61,386
3	63,186	64,386	65,586	66,786	67,986	69,186	70,386	61,866	62,106
4	63,906	65,106	66,306	67,506	68,706	69,906	71,106	62,586	62,826
5	65,706	66,906	68,106	69,306	70,506	71,706	72,906	64,386	64,626
6	69,124	70,324	71,524	72,724	73,924	75,124	76,324	67,804	68,044
7	73,204	74,404	75,604	76,804	78,004	79,204	80,404	71,884	72,124
8	77,404	78,604	79,804	81,004	82,204	83,404	84,604	76,084	76,324
9	81,604	82,804	84,004	85,204	86,404	87,604	88,804	80,284	80,524
10	86,044	87,244	88,444	89,644	90,844	92,044	93,244	84,724	84,964
11	90,484	91,684	92,884	94,084	95,284	96,484	97,684	89,164	89,404
12	97,793	99,029	100,361	101,502	102,738	103,975	105,211	96,434	96,681

All employees on Steps 1 through 11 shall advance one Step from their 2015-2016 Step effective July 1, 2015. Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12. (1.5% above the 2015-2016 Step 12)

SALARY SCHEDULE B-3**2017-2018****CRISIS COUNSELOR;****HEALTH AND SOCIAL SERVICES COORDINATOR;****SCHEDULER; SITE MANAGER****12 Months Certified**

Step	BA	BA+15	BA+3	MA	MA+15	MA+30	DOC	NON	VOC
1	61,866	63,066	64,266	65,466	66,666	67,866	69,066	60,546	60,786
2	62,466	63,666	64,866	66,066	67,266	68,466	69,666	61,146	61,386
3	63,186	64,386	65,586	66,786	67,986	69,186	70,386	61,866	62,106
4	63,906	65,106	66,306	67,506	68,706	69,906	71,106	62,586	62,826
5	65,706	66,906	68,106	69,306	70,506	71,706	72,906	64,386	64,626
6	69,124	70,324	71,524	72,724	73,924	75,124	76,324	67,804	68,044
7	73,204	74,404	75,604	76,804	78,004	79,204	80,404	71,884	72,124
8	77,404	78,604	79,804	81,004	82,204	83,404	84,604	76,084	76,324
9	81,604	82,804	84,004	85,204	86,404	87,604	88,804	80,284	80,524
10	86,044	87,244	88,444	89,644	90,844	92,044	93,244	84,724	84,964
11	90,484	91,684	92,884	94,084	95,284	96,484	97,684	89,164	89,404
12	99,260	100,514	101,866	103,025	104,279	105,535	106,789	97,881	98,131

All employees on Steps 1 through 11 shall advance one Step from their 2016-2017 Step effective July 1, 2017 and then again advance an additional Step effective May 1, 2018. (total = 2 step advancement)

Those employees at the maximum (Step 12) shall receive the salary as indicated on Step 12 effective July 1, 2017. (1.5% above the 2016-2017 Step 12)

SCHEDULE "C"

EXTRA-CURRICULAR COMPENSATION

2015-2018

ATHLETIC TRAINER

5,750

BASEBALL/SOFTBALL

Head 5,790

First Asst. 3,153

Fresh. Asst. 2,226

BASKETBALL

Head 7,622

First Asst 4,697

Fresh. Asst 4,523

CROSS COUNTRY

2,230

FOOTBALL

Head 7,622

First Asst 4,697

Asst. 4,523

Fresh. Asst. 4,523

INDOOR TRACK:

2,699

SOCCER

Head First Asst. 5,790

First Asst. 3,153

TENNIS

Head 2,230

The above annual stipends are effective as of July 1, 2015.

SCHEDULE "D"
EXTRA-CURRICULAR COMPENSATION
2015-2018
ATHLETIC

TRACK

Head	6,355
First Asst.	3,671

VOLLEYBALL

Head	5,790
First Asst.	3,153

WRESTLING

Head	5,790
First Asst.	3,153

**NON-ATHLETIC
HIGH SCHOOL**

Sr. Class Adv.	987
Jr. Class Adv.	731
Soph. Class Adv.	731
Fresh. Class Adv.	651
Band	2,577
Cheerleaders	2,239
Choir	1,059
Debate	1,620
Drama	2,562

The above annual stipends are effective as of July 1, 2015.

SCHEDULE "E"
EXTRA-CURRICULAR COMPENSATION
2015-2018
NON-ATHLETIC

Driving Training	28.93/hr.
Glee Club	1,059
Magazine	1,620
Maorettes and Color Guards	1,126
Newspaper	1,956
Orchestra	1,605
Public Speaking	1,113
Stage Crew	1,113
Student Council	2,011
Yearbook (Bus.)	1,778
Yearbook (Edit.)	1,778

**MIDDLE
SCHOOLS**

Band	1,415
Chorus	719
Glee Club	719
Newspaper	937
Student Govern.	937

ELEMENTARY

Safety Patrol	543
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The above annual stipends are effective as of July 1, 2015.

SCHEDULE "F"
INTRAMURAL STIPENDS
High School; Middle School;
Family & Elementary School (6, 7 & 8)
2015-2018

Basketball (female) (<i>elementary</i>) Head Coach	1,122
Assistant Coach	588
Basketball (male) (<i>elementary</i>) Head Coach	1,122
Assistant Coach	588
Basketball Club (male) (<i>high school</i>)	568
Basketball Club (female) (<i>high school</i>)	568
Howling Club (coed) (<i>elementary</i>)	526
Howling Club (coed) (<i>high school</i>)	568
Cheerleader (coed) (<i>elementary</i>)	568
Head Coach	614
Assistant Coach	357
Chess Club (coed) (<i>elementary</i>)	526
Chess Club (coed) (<i>high school</i>)	568
Cross Country (coed) (<i>elementary</i>) Head Coach	624
Assistant Coach	362
Dance Club (coed) (<i>elementary</i>)	526
Dance Club (coed) (<i>high school</i>)	568
Drill Team (coed) (<i>elementary</i>)	526
Flag,/touch football (coed) (<i>elementary</i>)	526
Floor Hockey (coed) (<i>elementary</i>)	526
Golf Club (coed) (<i>high school</i>)	568
Gymnastics (coed) (<i>elementary</i>)	512
Gymnastics (coed) (<i>high school</i>)	568
Knowledge Bowl (coed) (<i>elementary</i>)	526
Knowledge Bowl (coed) (<i>high school</i>)	568
Physical Fitness (coed) (<i>high school</i>)	
Head Sponsor	568
Assistant	377
Ping Pong Tournament (coed) (<i>high school</i>)	430
Skiing (coed) (<i>elementary</i>)	526
Soccer (coed)	717
(<i>elementary</i>) Head Coach Assistant Coach	408
Softball (female) (<i>elementary</i>) Head Coach	691
Assistant Coach	398
Softball (male) (<i>elementary</i>) Head Coach	688
Assistant Coach	394
Softball (female) (<i>high school</i>)	568

Softball (male) (<i>high school</i>)	568
Tennis Club (coed) (<i>elementary</i>)	526
Tennis Club (coed) (<i>high School</i>)	568
Track and Field (coed) (<i>elementary</i>) Head Coach	768
Assistant Coach	334
Volleyball (coed) (<i>elementary</i>) Head Coach	717
Assistant Coach	408
Volleyball (coed) (<i>high school</i>)	568
Weight Training (coed) (<i>elementary</i>)	526
Weight Training (coed) (<i>high school</i>)	1,764
Wrestling Club (coed) (<i>high school</i>)	568

SCHEDULE "G"

Department Head - Middle and High School
2015-2018

Fewer than 7 Teachers	1,500
7 to 12 Teachers	2,027
More than 12 Teachers	2,477

SCHEDULE "H"

Elementary Teacher in Charge	499
Child Study Team Leader	1,074
Summer School Teacher	4,035
Person-in-Charge (Certificated) (Formerly Head Teacher; Mentor Teacher)	36.80/hr.
Evening School Teacher; After School Teacher; Saturday	33.35/hr.
Program Teacher; Resource Person: Nurse;	
Home Instruction Teacher	30.00/hr.
IEP Conferences beyond the normal day	33.35/hr.
Summer Program; Guidance Counselors: Social Worker;	4,606
LDTC; Speech Therapist	

Grade Level Chairperson	
Middle School	1,433
Elementary School	600

ELEMENTARY LEVEL

BSIP Pre-School Teacher	598/yr.
ESL Teacher	598/yr.

SECONDARY LEVEL

ESL Teacher	598/yr.
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The above annual stipends are effective as of July 1, 2015.