
A G R E E M E N T

between the

**CAMDEN EDUCATION ASSOCIATION
(*SUPPORT STAFF*)**

and the

CAMDEN CITY SCHOOL DISTRICT

July 1, 2015 through June 30, 2018

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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 XXXIX.

ARTICLE I

RECOGNITION

A. 1. Pursuant to N.J.S.A. 34:13A-1, et seq., as amended, known as the New Jersey Employer-Employee Relations Act, the Camden Board of Education hereby recognizes the Camden Education Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all Paraprofessionals, A & B; media personnel; community school coordinators; district parent coordinators; parent center coordinators; community outreach specialists; van drivers; special investigators; school security officers; attendance officers; clerical aides; *food service truck drivers; *food service truck driver helpers; *food service general workers; *food service cooks; *assistant cooks; *food service stockpersons (formerly depot manager); computer specialists; bus drivers; property officer, technician, website specialist and all secretarial and clerical employees under contract with the District, or on leave from the school district, but excluding all confidential secretarial and clerical employees. Confidential employees excluded from the unit include the following: Secretary to the State Superintendent; Secretary to the District Secretary, and, the secretaries to the Assistant Superintendents.

** These titles have been eliminated and therefore no salary guides are included in this Agreement. Should any of these titles/positions be reinstated, the parties agree to include them in the Agreement subject to negotiations for terms and conditions of employment including salaries.*

B. 1. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined.

2. "Seniority" shall be based on an employee's continuous length of service with the Board.

ARTICLE II

NEGOTIATIONS PROCEDURE

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 that 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 PROCEDURE

A. Definition:

A "grievance" shall mean a complaint by an employee 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 employee or the Association within thirty (30) calendar days from the time when the employee 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 employee 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 employee 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 times 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 thereafter as is practicable.

C. Rights of Employees 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 an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the State Superintendent, or at a later level, be notified that the grievance is in 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 employees 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 B6 and B7 of this Article.

F. Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the Arbitrator are the only costs which will be shared by the two parties and such costs will 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
EMPLOYEE RIGHTS

- A. No employee shall be disciplined or reprimanded without just cause.
- B. Whenever any 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 employee in his/her office, position or employment or the salary or any increments pertaining thereto, then the 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. Support staff, except attendance officers, shall not transport students in a private automobile. Attendance officers may be required to transport students in a private automobile in an emergency. Attendance Officers may also be required to transport truant pupils.
- D. 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 employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, or marital status.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

F. Attendance officers shall be granted tenure in accordance with N.J.S.A. 18A:38-33.

G. Whenever any 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 employee in his/her office, position or employment or the salary or any increments pertaining thereto, then the 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 RIF's, terminations, increment withholdings and any other District actions which will adversely affect an employee's job status within 3 work days after District 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 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 properly 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 during the work day when 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 employees, and to no other organization.

H. The District agrees to supply the Association with names and addresses of all employees 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 the names and addresses of employees 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 as part of the regular program for orientation of new employees 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(s) 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 to Association business, provided that the employee's work

schedule can be fully performed. The determination as to whether the employee's work 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 Board and/or Association members. All request 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

SALARIES

A. The salaries for all employees covered by this Agreement shall be as set forth in the Salary Schedules which are attached hereto and made a part thereof, except as otherwise provided below and consistent with the further provisions of this Article.

B. IMPLEMENTATION OF SCHEDULES

1. All employees shall receive their salary increment, if so entitled, and the salary schedule increase as negotiated. New employees shall be placed on actual steps of the salary guide.
2. Prior local service shall reflect years of service in 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.
3. Twelve (12) month employees shall receive an increment, effective the first day in July, and ten (10) month employees shall receive an increment effective the first pay in September. Employees shall render at least five (5) months service in a particular school year to be entitled to an increment.
4. When a payday falls on or during a school holiday, employees shall receive their pay checks on the last previous work day.

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5. If an employee 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 employee's house.
 6. Rates of compensation shall be as established by this Agreement only and no other types of compensation shall be paid to employees unless otherwise negotiated by the parties to this Agreement.
 7. For all employees, overtime at one 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.
 8. Ten (10) month secretaries and clerks who work one (1) week prior to September 1st, shall be paid on a pro-rata salary based on their regular ten (10) months salary. Employees who work this week shall be on a voluntary basis.
 9. Extra compensation shall be paid on the 15th and 30th of each month. All stipends will be paid in separate checks from regular salary.
 10. Paychecks and pay vouchers are to be placed in individual envelopes unless they are done on pressure-sealed checks.

C. **EDUCATIONAL ADVANCEMENT**

1. To qualify for any educational credit advancement, if available on the applicable salary guide, an employee must provide verification of the credits by

an official transcript. Approval of the credits is subject to the State Superintendent or his/her designee.

2. An employee who qualifies for educational credit advancement 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 30th. If notice is received after October 1st, credit advancement shall be implemented the next year.

3. An employee who has satisfactorily completed an approved work-related training course, shall be eligible to receive credits towards educational credit advancement on the salary guide subject to the same procedures applicable to educational credits. This provision excludes workshops or in- services for which an employee is compensated to attend. The decision as to whether a course is work-related shall be subject to the State Superintendent or his/her designee's determination.

E. **COMPENSATION FOR BEFORE AND AFTER-SCHOOL PROGRAMS**

Paraprofessionals, A & B; Law Enforcement Officers and Clerks when working in before and/or after school programs shall be paid at their hourly rate or overtime rate whichever is applicable.

F. **WORKSHOPS/IN-SERVICE PROGRAMS**

Employees who are required to attend workshops or in-service programs beyond the normal weekday shall be paid thirty dollars (\$30) per hour.

G. **INCLEMENT WEATHER GRACE PERIOD**

Subject to the State Superintendent's approval, a reasonable grace period shall be allowed employees 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.

I. **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.

ARTICLE VIII

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. Employees who desire to transfer to another building may file a written statement of such desire to the State Superintendent or his/her designee. Such statement shall include the school or office to which he/she desires to be transferred, in order of preference. Such requests for reassignments and transfers for the following year shall be submitted no later than June 30th.

C. Notice of an involuntary transfer or reassignment from position shall be given to an employee as soon as possible within three (3) working days after the State Superintendent's approval.

D. Except in cases of emergency, an involuntarily transferred employee, at the employee'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 IX

PROMOTIONS

A. A notice of a vacancy in a promotional position shall be sent to each work location and a copy of the record shall be sent to the Association thirty (30) days before the final date when applications must be submitted.

B. Employees who desire to apply for such vacancies 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 employee may verify that his/her application is on file by contacting the Chief Talent 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. Employees who desire to apply for a promotional position 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.

D. A 10-month employee who is being promoted or reclassified to a 12-month position within the employee's own bargaining unit shall be compensated as follows:

1. The employee's 10-month salary shall be divided by ten (10) with the resulting dividend multiplied by twelve (12).
2. In the case of an employee being promoted, the obtained product shall be added to any applicable promotional adjustment.
3. The amount on the 12-month salary guide that is closest to the amount obtained for both promoted and reclassified employees shall be the new salary.

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4. If the new salary is midway between two steps, the employee shall be adjusted upward.

E. **Promotional**

1. Whenever an employee is promoted to a higher rated salary guide, he/she shall be entitled to a five hundred dollars (\$500) promotional adjustment.
2. The employee promoted to a higher classification shall receive the above promotional increase or the minimum rate of the higher classification, whichever is greater. Effective upon the promotion, the employee shall be placed on the step on the new classification which coincides with the new salary. If an employee's salary upon promotion, is between two steps on the new guide, the employee shall be adjusted to the step closest to the new salary, upward or downward. If the new salary is midway between two steps, the employee shall be adjusted upward.

ARTICLE X

EVALUATION/MONITORING PROCEDURES

A. General Procedures

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

B. Evaluations

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

C. Monitoring

1. Monitoring may be conducted on Paraprofessionals no more than twice per year, in December and/or June.
2. Monitoring shall be conducted for the purpose of improving an employee's work performance and/or attendance.

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3. Monitoring forms shall be developed by the State Superintendent, in consultation with the CEA.
 4. Monitoring may be conducted by an Administrator or Resource Person employed full-time by the District and who is trained and/or certified in supervision, as determined by the appropriate Administrator. Resource persons shall not conduct evaluations of Paraprofessionals.
 5. Monitoring reports shall remain in an employee's personnel file only for the academic year in which the monitoring was conducted. These reports shall be removed at the end of the academic year.
 6. Monitoring reports shall not be used in any legal proceedings as an evaluation of work performance record.

ARTICLE XI

PERSONNEL FILES

A. Employees 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 employee'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 employees 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 employees 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 pro rata accounting made of his/her sick days earned and used during the last year. Any days used that have not been accrued shall be paid back to the District by a payroll deduction in the employee's last check.
- B. Employees 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. Starting with the 2015-2016 school year, Support Staff shall be paid \$60.00 for each unused sick leave day accumulated at the time of retirement not to exceed \$15,000.00. If notice of intent to retire is given by February 1, 2016, then distribution of

funds will occur in July, 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.

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 employees 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 employee.

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. Employees 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**

Employees 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 employees 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 employees 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**

Employees 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. **REQUESTS FOR LEAVES**

All requests for permission to be absent for reasons other than illness must be made in writing to the State Superintendent for 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 employee who joins the Peace Corps.
- B. 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.
- C. Any employee 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.

D. **CHILD REARING LEAVE (without pay)**

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

1. Child Rearing Leave, without pay, shall be granted to an employee with a child less than six (6) months of age provided application is made in writing 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 an employee 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. Employees on unpaid child rearing leave shall concurrently use FMLA and/or NJFLA.
4. Every effort shall be made for employees returning from Child Rearing Leave to be restored to the same position vacated at the commencement of such leave, but is not guaranteed.
5. Employees returning from Child Rearing Leave shall be placed on the latest salary guide with employees of equal training and experience. No experience credit will be given for the period of such leave unless the employee 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 employee beyond the initial contract year in which the leave is obtained. Nothing herein is to preclude an employee from requesting an additional period of Child Rearing Leave.

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

An employee 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 an employee was entitled at the time his/her 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**

Employees 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 an employee 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 employee'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 employee 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 employee 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. Employees 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 an employee 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

PROTECTION OF EMPLOYEES AND THEIR PROPERTY

A. The State Superintendent of Schools shall appoint a committee to study incidents of assault and accident involving employees which may be connected with their employment and the committee 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 and by the Association, such recommendations to be submitted by July 1st each year.

B. Employees shall immediately report cases of assault or accident on or off school property while conducting official board duties involving them, in connection with their employment to their immediate supervisor using a standard form designed to report cases of assault and/or accident. The employee shall report the matter no later than the next work day, unless medically unable to do so. The immediate supervisor shall make available to employees said standard form upon request. The completed form shall be immediately forwarded to the State Superintendent by the 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 Superintendent relating to the incident or person involved, subject to review by the District 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 an employee 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 State Superintendent and District agree to prosecute to the fullest extent permitted by law any person or group of persons involved in an assault against an employee or vandalism or theft of his/her property while such employee is in the performance of his/her assigned duties.

F. Each school year, the District 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 employees in working toward 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 XVI
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 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 employees'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. 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 XVII

TUITION REIMBURSEMENT

- A. An annual total of one-hundred thousand dollars (\$100,000.) shall be available for tuition reimbursement for Support Staff employees. Monies for courses offered to Support Staff and approved by the Camden Education Association shall be deducted from tuition reimbursement monies. Attendees of the programs will not receive additional tuition. Employee's cost for ETS testing and/or related fees shall be deducted from the annual tuition monies.
- B. An employee must have completed one (1) year of employment in order to be eligible for tuition reimbursement. Employees may apply for tuition reimbursement for courses taken at an accredited college or university or any other institution approved by the State Superintendent.
- C. Employees may apply for tuition reimbursement by submitting a written request to the State Superintendent or his/her designee a minimum of two (2) months 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 duties.
- D. 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).
- E. Tuition reimbursement shall be contingent on the employee receiving a grade of "C" or better. The employee must submit an official transcript within sixty (60) calendar

days from receipt of the official grade(s), to be eligible to receive tuition reimbursement under this contract.

F. Tuition for a course shall be paid based upon the Rutgers University Camden Campus part time student, NJ Resident per credit rate.

G. Employees entitled to tuition reimbursement shall be paid in accordance with their position on the eligibility list. No employee 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.

H. The Association shall be provided by the District with a list of employees and the final amount each had received for tuition reimbursement.

I. Tuition reimbursement shall be paid prior to the commencement of the course, or as soon thereafter as possible.

J. An employee's failure and/or refusal to meet the conditions of Section E above, and who has been paid in advance, shall have the monies deducted from his/her successive paychecks following the sixty (60) days time period.

If the monies owed are four hundred fifty dollars (\$450) or less, deductions shall be made in two (2) successive paychecks; if the monies owed are over four hundred fifty dollars (\$450), deductions of not more than two hundred twenty-five dollars (\$225) shall be made in successive paychecks until the total monies are repaid.

Further, any single instance of a need for the District to recoup advance tuition payments, for failure/refusal to comply with the provisions of this Article, shall constitute a bar to receipt of any future tuition reimbursements for the remainder of the terms of this

Collective Bargaining Agreement. If an employee, who has received advance tuition payments fails to satisfy the requirements for receipt of such payment but reimburses the District on his/her own without Board recoupment, he/she shall remain eligible for advanced payments.

K. Any employee who receives any tuition reimbursement during an academic year must remain in active employment for the District for three (3) full academic years after the completion of the course for which tuition has been paid, otherwise the employee 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-renewed or rified. Repayment shall be made by the appropriate deduction by the District from the employee's last paycheck.

ARTICLE XVIII
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 in notify the bank with any instructions regarding the money deposited by the District. This shall be at no cost to the District.

ARTICLE XIX

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 administration 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 XX
REDUCTION IN FORCE

The following requirements for a reduction in force affect all non-certificated employees in the bargaining unit:

A. Reduction in Force

1. If a reduction in force is being considered, the State Superintendent shall notify and consult with the Association as soon as practicable, but not less than sixty (60) days before the layoff is to take place.
2. When a reduction in force is necessary, there shall be no dismissal by reason of residence, age, sex, race, religion or political affiliation.
3. All non-certificated employees shall be considered as probationary employees for the first ninety (90) days of their employment. Upon completion of the probationary period, their seniority will be dated as of the date of commencement of their employment.

B. Seniority

1. Reduction in force must be on the basis of seniority. The employee or employees having the least number of years in service to the district shall be laid off first in accordance with the below provisions.
 - a. School district seniority is defined as service by appointed employees in the school district in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district.

b. In the event of a work location reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the reverse order of district wide seniority of all employees in the district in the employment category (for example: bus driver, school security officer, etc.). Sixty (60) days notice of layoff shall be given. Any non-tenured employee laid off shall remain on a recall roster for a period of three (3) years from the date of layoff. Recalls shall be based on seniority in the category and reverse order of layoff.

C. Recall

1. Tenured Support Staff personnel shall be placed on a preferred list for re-employment when vacancies occur.
2. Notice of recall, by seniority, to return shall be addressed to the employee's last address appearing on the records of the District by certified mail, return receipt requested. Within seven (7) days from receipt of such notice of recall, the employee shall notify the District in writing whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all his/her seniority and all his/her rights to recall. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report for such work within two (2) weeks from the date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the District. In the event he/she shall fail to so report to work, he/she shall forfeit all of his/her seniority and all rights to recall.
3. An employee called back into service shall be given full recognition and credit for previous years of service in the district.
4. Separate seniority lists based on the date of hire in the district shall be maintained for Paraprofessional A and Paraprofessional B. CEA has a right to

review and approve the lists on an annual basis (generally in September of each academic year).

5. In the event of any RIF, Paraprofessional A and B shall be separate and distinct positions.

ARTICLE XXI

EMPLOYEE ASSISTANCE PROGRAM

- A. The Board agrees to maintain an Employee Assistance Program.

ARTICLE XXII
TRAVEL COMPENSATION

A. 1. Employees in the following positions, who are required by their immediate supervisor, to use their own automobile in the performance of their duties consistent with their official job description, shall be compensated at the IRS mileage rate or the maximum rate allowable by law, up to an annual (July-June) maximum of one thousand dollars (\$1000.00). The allowance shall be paid monthly. Once the CAP has been reached, no further monies under this provision shall be paid until the next academic year.

2. The positions eligible for travel allowance shall be: Attendance Officer (inclusive of former title Truancy Officers), Community Outreach Specialist, Community School Coordinator, Computer Specialist and District Parent Center Coordinator.

3. The mileage log shall be subject to review and approval by the State Superintendent, or his/her designee. The District shall have no obligation to provide a travel allowance for CSCs and PCCs if the funds for same are no longer available.

B. **Attendance Officers and Community School Coordinators**

Attendance Officers and Community School Coordinators, who work for the year and are required to drive their own vehicle in the performance of their duties shall be paid a lump sum of two hundred fifty dollars (\$250) to be used towards their car insurance. The monies shall be paid in July after the completion of the academic year, and only after an Attendance Officer or Community School Coordinator has produced proof of paid and active automobile insurance, valid car registration for the employee, a valid driver's license (not suspended), and mileage logs for the year.

ARTICLE XXIII

VACATIONS 12 MONTHS EMPLOYEES

A. Twelve (12) month employees shall be entitled to paid vacations in accordance with the following schedule:

1 to 12 months: 1/2 day for each month of service

1 year and 1 day to 5 years: 10 working days

5 years and 1 day to 10 years: 15 working days

10 years and 1 day or more: 20 working days

B. Individual vacation schedules shall be mutually agreed upon by the employee and the employee's immediate supervisor. Vacations are to be taken in the year after they are earned.

C. All existing District practices and procedures with respect to the establishment of the number of days that an individual is entitled to in accordance with his/her anniversary date of employment shall continue to determine the eligibility of an employee under Section "A" of this Article.

D. No vacation time shall be granted in the months of September and June. Vacation may be taken in May subject to supervisor approval, but shall not be approved if vacation conflicts with major testing or critical district/school functions. Vacations may be taken in June only to attend the NEA convention, provided the employee's supervisor affirms that there will be no impact on critical district/school functions.

E. Vacation days are not accumulative.

F. Clerks employed on a ten (10) months basis shall be excused on all days that schools are officially closed by the District (other than legal holidays). These days are granted in lieu of vacation.

G. Additional vacation based on years of service shall accrue on the July 1 next following the anniversary date of employment at which the additional vacation is earned.

H. In the event of an employee's death, the monetary value of the employee's earned vacation days, based on his/her prorated daily earnings, shall be paid by the District to his/her estate.

I. 1. Employees promoted from a ten (10) month position to a twelve (12) month position shall accrue vacation as a new twelve (12) month employee, under Section A above for the first year of employment in the 12-month position. Vacation shall be prorated on a July-June year. Employees shall not be able to use the vacation they have accrued in the first year until the July 1st following their date of promotion.

2. At the commencement of their second year of employment in a twelve (12) month position, employees shall receive credit for their prior continuous years of service in the District as a ten (10) month employee and shall accrue vacation on that schedule, under Section A above.

J. Vacation shall be earned only for time worked and shall not be granted for any month in which an employee is absent without pay or on unpaid leave more than 50% of the available work days for that month

ARTICLE XXIV

FAMILY SCHOOLS (K-8)

In schools designated as K-8 Family Schools, working conditions and benefits shall be defined the same as in elementary schools.

ARTICLE XXV

WORKING CONDITIONS: ATTENDANCE OFFICERS: SCHOOL SECURITY OFFICERS: & SPECIAL INVESTIGATORS

A. ATTENDANCE OFFICERS

1. The work year for all Attendance Officers shall be from September 1 until June 30th or the teacher work year, as determined by the State Superintendent each year, by August 15th. Attendance officers shall be notified in writing of their work year.

2. The work day for Attendance Officers shall be from 9:00 a.m. to 3:00 p.m., with one-half (1/2) hour for lunch.

3. Attendance Officers may volunteer to work on Saturday, in lieu of a work week day, at the request of the immediate supervisor and with the approval of the State Superintendent.

4. Additional Shift

1 p.m. - 7 p.m. (M-F), including 1/2 hour lunch

No extra compensation

Participation in the program is voluntary; District to decide number of openings.

5. 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. SCHOOL SECURITY OFFICERS (SSO)

1. The work year for all School Security Officers shall be from September 1, until June 30.
2. The work day for School Security Officers shall be from 7:50 a.m. to 3:50 p.m., with one (1) hour for lunch, the time to be as scheduled by the building Principal. On Fridays, 12:40 days, and the day before a holiday. School Security Officers may be dismissed after all students and staff have left the building.
3. School Security Officer overtime will be at time and a half for all hours worked over 40 hours.
4. School Security Officers shall be permitted adequate time to attend to personal hygiene needs during the work day.
5. School Security Officers shall annually receive two (2) winter weight uniforms for the Fall/Winter and two (2) lightweight uniforms for the Spring/Summer.
6. One School Security Officer may be assigned by the Chief of Security, subject to the approval of the Superintendent, to a work schedule of 6:30 a.m. to 2:30 p.m. The assignment shall be voluntary.
7. Subject to Board approval, in schools where there are three (3) or more SSO's a SSO's designated by the Chief of Security to serve as a liaison between the school and the district security officer shall receive a stipend of \$250 payable by June 30 of each year.

8. **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.

C. **SPECIAL INVESTIGATORS**

1. The work year for Special Investigators shall be from July 1 until June 30.
2. The work day for Special Investigators shall be from 8:30 a.m. to 4:30 p.m., including one (1) duty-free lunch hour.
3. The Special Investigators shall be released thirty (30) minutes earlier on Fridays and the day before a holiday.
4. On half-session days, the Special Investigators shall be released no later than the other CEA Support personnel at the Administration Building.

5. **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.

ARTICLE XXVI

WORKING CONDITIONS: COMMUNITY SCHOOL COORDINATORS

A. The work year for all Community School Coordinators shall be the same as the teachers' work year.

B. Daily work hours shall be 8:30 a.m. to 3:30 p.m. Community School Coordinators shall receive the lunch period appropriate to the building to which they are assigned.

C. When schools are in half session, no employee shall be required to work beyond the teachers' work day.

D. The District shall make available one (1) radio for each building for the use of the Community School Coordinators. A Community School Coordinator's use of the radio is subject to approval by the building principal. The unavailability of a working radio shall not in any way reduce the employee's job duties and/or responsibilities

E. **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.

ARTICLE XXVII

WORKING CONDITIONS: PARAPROFESSIONALS, A & B

A. PARAPROFESSIONAL A

1. The work year for all Paraprofessionals A shall be the same as the teachers' work year.
2. The work day for Paraprofessionals A shall be the same as that of the teachers assigned to the building to which the Paraprofessionals A is assigned.
3. Each Paraprofessional A shall be entitled to a duty-free lunch period which shall be the same as the teachers in the building to which the Paraprofessional A is assigned.
4. Paraprofessionals A may be utilized for a class coverage to replace an absent teacher, only if the Paraprofessional A is qualified and certified as a substitute teacher. Any Paraprofessional A providing substitute teacher coverage shall be paid an additional thirty-five dollars (\$35) per day. Payment shall be the 22nd of the month. There shall be no change in benefits.
5. Paraprofessionals A may leave their building without obligation during their duty-free lunch period.
6. When schools are in half session, no Paraprofessionals A shall be required to work beyond the teachers' work day.
7. Paraprofessionals A shall receive one (1) prep period per day. They shall not leave the building during the prep period.
8. Paraprofessionals A shall be required to take at least six (6) credit hours annually, subject to procedures to be negotiated by a joint Board and CEA subcommittee.

9. **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. PARAPROFESSIONAL B

1. The work year for all Paraprofessionals B shall be the teacher work year. Individual schedules will be developed by the Supervisor of Transportation, subject to the approval of the State Superintendent.

2. Paraprofessionals B shall have a work day of seven (7) hours which shall include a duty-free lunch period.

3. Each Paraprofessionals B shall be entitled to a duty-free lunch period appropriate to the school to which they are assigned.

4. Routes will be posted as soon as practicable before the start of school in September, showing the approximate number of hours normally and routinely associated with the route.

5. When schools are in half session, no employee shall be required to work beyond the student day, inclusive of the students' bus ride home.

6. Paraprofessionals B shall have the authority to enforce the Camden City School District's Student Discipline Policies while performing their duties on school buses.

7. Paraprofessionals B who are required to work beyond the contracted seven

(7) hour day shall receive a yearly stipend of twelve hundred dollars (\$1200.00), paid after the conclusion of the academic year.

8. Paraprofessionals B shall be required to take at least six (6) credit hours annually, subject to procedures to be negotiated by a joint Board & CEA subcommittee.

9. **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.

C. Both positions will be paid on a single salary guide, except that Paraprofessionals B shall be entitled to a stipend of \$1,100, for all work beyond the regular work day, both in the a.m. and p.m. This stipend shall be prorated, if the employee does not ride the bus in both the a.m. and p.m.

ARTICLE XXVIII

WORKING CONDITIONS:

MEDIA PERSONNEL

A. The work year for all Media Personnel shall be the same as the teachers' work year.

B. Daily work hours shall be 8:30 a.m. to 3:30 p.m. with forty-five (45) minutes for lunch.

C. When schools are in half session, no employee shall be required to work beyond the teachers' work day,

D. **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.

ARTICLE XXIX

WORKING CONDITIONS:

**DISTRICT PARENT COORDINATORS: PARENT CENTER COORDINATORS
AND COMMUNITY OUTREACH SPECIALISTS**

**A. DISTRICT PARENT COORDINATORS AND PARENT CENTER
COORDINATORS:**

1 The work year for all District Parent Coordinators and Parent Center Coordinators shall be twelve (12) months.

2. Daily work hours shall be 8:30 a.m. to 3:30 p.m. District Parent Coordinators and Parent Center Coordinators shall receive the lunch period appropriate to the building to which they are assigned.

3. When schools are in half session, on Fridays, and on a day before a holiday, no employee shall be required to work beyond the teachers' work day.

4. **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. COMMUNITY OUTREACH SPECIALISTS:

1. The work year for the Community Outreach Specialists shall be from July 1 to June 30.

2. The work day for the Community Outreach Specialists shall be from 8:30 a.m. to 3:30 p.m. including a duty-free lunch hour.

3. When schools are in half-session, on Fridays, and on a day before a holiday, no employee shall be required to work beyond the teachers' work day.

4. **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.

ARTICLE XXX

WORKING CONDITIONS: SECRETARIES; CLERKS; CLERICAL AIDES

A. Work Year

1. All ten (10) months contractual employees' work year shall commence September 1st to June 30th.
2. All twelve (12) month contractual employees' work year shall commence July 1st to June 30th.

B. Work Hours

1. September 1 - June 30

Elementary Clerks and Secretaries -	-8:00 to 4:00
Secondary Clerks and Secretaries -	- 8:00 to 4:00
Administrative Clerks and Secretaries	- 8:30 to 4:30
Clerical Aides	-8:00 to 3:30

2. Summer Work Hours (From July 1 to September 1)

All Secretaries and Clerks

- a. Schools (including K-8) - 8:00 to 3:30
- b. Administrative - 8:30 to 4:00

a and b include a forty-five (45) minute un-interrupted lunch.

3. Secretaries, clerks and clerical aides shall be entitled to thirty (30) minutes early release time on Fridays and the day before holidays.

C. When schools are in half session, no employee shall be required to work more than one and one-half (1.5) hours beyond the teachers' workday.

D. **Family Schools (K-8)**

Twelve months clerks - (8:00 a.m. - 4:00 p.m.)

E. **Breaks**

1 A.M. - one (1) fifteen (15) minute break, to be taken either 10 a.m. -10:15 a.m. or 10:15 a.m. -10:30 a.m. the assignment of an employee to a particular break time shall be the decision of the employee's supervisor.

2. P.M. - one (1) ten (10) minute break taken at a time mutually agreed to by the employee and his/her immediate supervisor.

F. The start and end time of the work schedule, as set forth in Section B, 1 and 2, may be modified for employees in the Administration Building, due to workload, between the hours of 7:00 a.m. and 5:30 p.m., only with the approval of the employee, the employee's immediate supervisor and the State Superintendent. A modification in the start and end time shall not change the work hours required for the position,

G. **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.

ARTICLE XXXI

WORKING CONDITIONS:

VAN DRIVERS (10 AND 12 MONTHS); BUS DRIVERS

A. VAN DRIVERS (10 MONTHS)

1. The work year of 10-month Van Drivers shall be the same as the teachers' work year.

2. The work day of 10-month Van Drivers shall be from 8:00 a.m. to 3:00 p.m. including a duty-free hour for lunch.

3. The 10-months Van Driver shall not work beyond the teachers' schedule on half-session days, Fridays, and on a day before a holiday,

4. **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. VAN DRIVERS (12 MONTHS)

1. The work year of 12-month Van Drivers shall be from July 1 to June 30.

2. The work day of 12-month Van Drivers shall be from 8:00 a.m. to 3:00 p.m., including a duly free hour for lunch.

3. The 12-month Van Drivers shall not work beyond the teachers' schedule on half-session days, Fridays, and on a day before a holiday.

4. **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.

C. **BUS DRIVERS**

1. The work year of the Bus Drivers shall be the same as the teachers' work year.

2. Bus Drivers shall work a seven (7) - hours work day from 8:30 a.m. to 3:30 p.m., inclusive of a one (1) hour duty-free lunch and one (1) 15-minute break

3. Bus Drivers shall not work beyond the teachers' schedule on one-session days and on Fridays and the day before a holiday.

4. Part time positions for bus drivers will be added to the unit where this new position will work less than 32 hours a week and the initial positions will first be offered to any unit members that are currently on any RIF list. These positions do not include benefits and will be hourly positions.

5. Bus Drivers shall receive three (3) winter and three (3) summer uniforms annually. Employees shall be required to wear the uniform.

6. Bus Drivers who are required to hold and show proof of a valid Commercial Driver License (CDL) shall receive an annual stipend of Five Hundred Dollars (\$500.00).

Grandfather those employees who hold certificates and receive compensation as of July 1, 2003.

E. **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.

ARTICLE XXXII

WORKING CONDITIONS:

FOOD SERVICES EMPLOYEES

1. Work Year

The work year for Food Service employees shall be the same as the teachers' work year.

2. Work hours:

- a. Food Service employees (except Truck Drivers, Truck Drivers/Helpers and Stock Persons) shall work and be paid on a seven (7) - hours workday schedule from 8:00 a.m. to 3:00 p.m., inclusive of a one-half (1/2) hour duty free lunch.
- b. Food Service Truck Drivers, Truck Drivers Helpers and Stock Persons (formerly Dept Managers) shall work and be paid on an eight (8) - hours work day schedule from 6:00 a.m. to 2:00 p.m., inclusive of a one-hour duty-free lunch.
- c. All Food Service employees shall have one (1) 15 - minute break per day.
- d. Food Service employees shall follow the teachers' schedule on one-session days.
- e. If Stock Persons (formerly Depot Managers) work during the summer, they will be paid at a rate of one-tenth (1/10) of their- annual rate. The summer (July and August) schedule is 6:30 a.m. to 2:00 p.m.

3. Effective September the District shall provide Food Service employees three (3) winter weight uniforms and three (3) summer weight uniforms annually. Employees shall be required to wear the uniforms.

4. General Workers designated by management to serve as an Assistant Cook shall receive an annual stipend of Five Hundred Dollars (\$500.00). The stipend shall be paid on a pro-rated basis.

5. If a Food Service employee is promoted, he/she shall be placed on the new salary guide at the salary step closest to the employee's base salary, provided that the salary is not less than he/she had been receiving, and then moved up one (1) step. In the event the amount is midway between two steps, the salary shall be adjusted upward. If an Assistant Cook is promoted to a Cook, the employee's base salary, plus the stipend of One Thousand Dollars (\$1,000.00), shall be used to calculate the employee's placement on the Cooks' salary guide.

6. In order to refine their skills and knowledge of the food service area, all full-time Food Service employees shall attend meetings and/or seminars during the work day as directed by their supervisor, provided there is no resulting staff problem. If these meetings are scheduled after working hours; the employees shall be compensated pursuant to the overtime schedule of time and a half (1-1/2) per hour of the regular rate.

7. **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.

ARTICLE XXXIII

WORKING CONDITIONS: COMPUTER SPECIALISTS

1. The Computer Specialists shall work a twelve-month (12-months) year from July 1st to June 30th.
2. The Computer Specialists' daily work schedule shall be from 8:30 a.m. to 4:30 p.m., except from July 1st to August 31st, when their daily work schedule shall be from 8:30 a.m. to 4:00 p.m. They shall have a one-hour (1-hour) duty-free lunch from September 1st to June 30th and a 45-minute duty free lunch from July 1st to August 31st. Computer Specialists shall be entitled to a daily 15-minute break,
3. When schools are in half-session, on Fridays, or a day before a holiday no employee shall be required to work beyond the teachers' work day.

4. **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.

ARTICLE XXXIV

ATTENDANCE INCENTIVE

A. Employees 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 sixty dollars (\$60) 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 XXXV

PROFESSIONAL DEVELOPMENT PROGRAM

The Labor Management Committee shall develop and submit to the State Superintendent, a mutually agreed upon detailed plan for Professional Development for the Support Unit. This plan shall be subject to the State Superintendent's approval. If approved, it shall be effective during the remainder of the term of this contract.

ARTICLE XXXVI
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 this 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 this Agreement.

ARTICLE XXXVII
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 certified mail to the following addresses:

1. If by the Association, to the District at 201 North Front Street, Camden, New Jersey 08102, Attention: State Superintendent.
2. If by the District, to the Association at 840 Cooper Street, Suite 575, Camden, New Jersey 08102, Attention: CEA President.

B. If any provisions 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. 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.

D. **Flex Time**

1. During the term of this Agreement, for any Board 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 District's and CEA's negotiations' teams.

For the term of this Contract, unless the program is eliminated, there shall be two (2)

existing flextime schedules.

2. Twilight Program

12 p.m. - 7 p.m. (M-F) No extra compensation Participation in the program,
whether instructional or support staff, is voluntary.

3. Attendance Officers (see Article XXVI)

E. All ten (10) and twelve (12) month staff members shall be entitled to 30 minutes
release time on Fridays or any other day that ends the work week.

ARTICLE XXXVIII

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 their 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



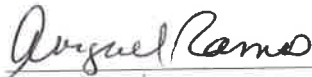
Paymon Rouhanifard

State Superintendent

Date

9/21/15

Attest:



Date

9/21/15

By



Robert Farmer

President

Date

9/17/15

Attest:



Date

9-17-15

SALARY GUIDE A-1
ATTENDANCE OFFICERS
2015-2016

Step	NC	15	30	45	60	75
1	23,508	23,918	24,328	24,533	24,738	24,943
2	23,596	24,006	24,416	24,621	24,826	25,031
3	23,728	24,138	24,548	24,753	24,958	25,163
4	23,838	24,248	24,658	24,863	25,068	25,273
5	23,948	24,358	24,768	24,973	25,178	25,383
6	24,888	25,298	25,708	25,913	26,118	26,323
7	25,831	26,241	26,651	26,856	27,061	27,266
8	26,849	27,259	27,669	27,874	28,079	28,284
9	28,583	28,993	29,403	29,608	29,813	30,018
10	30,907	31,317	31,727	31,932	32,137	32,342
11	32,780	33,190	33,600	33,805	34,010	34,215
12	38,111	38,521	38,931	38,136	39,341	39,546
13	39,492	39,902	40,312	40,517	40,722	40,927
14	44,313	44,735	45,157	45,369	45,581	45,792

Step	90	105	120	Degree
1	25,148	25,353	25,558	25,968
2	25,236	25,441	25,646	26,056
3	25,368	25,573	25,778	26,188
4	25,478	25,683	25,888	26,298
5	25,588	25,793	25,998	26,408
6	26,528	26,733	26,938	27,348
7	27,471	27,676	27,881	28,291
8	28,489	28,694	28,899	29,309
9	30,223	30,428	30,633	31,043
10	32,547	32,752	32,957	33,367
11	34,420	34,625	34,830	35,240
12	39,751	39,956	40,161	40,571
13	41,132	41,337	41,542	41,952
14	46,003	46,214	46,425	46,847

All employees on Steps 1 through 13 shall advance one Step from their 2014-2015 Step effective July 1, 2015. Those employees at the maximum (Step 14) shall receive the salary as indicated on Step 14. (1.5% above the 2014-2015 Step 14)