

**AGREEMENT**

**between the**

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**and the**

**WASHINGTON TOWNSHIP EDUCATION ASSOCIATION**

**Covering the period**

**July 1, 2022**

**to**

**June 30, 2025**

**APPROVED BY BOARD OF EDUCATION ON**

**March 21, 2023**

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**PREAMBLE**

This Agreement entered into this March 21, 2023, by and between the Board of Education of Washington Township, the County of Gloucester, New Jersey, hereinafter called the "Board," and the Washington Township Education Association, hereinafter called the "Association," provides as follows:

## **ARTICLE I – RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all regularly employed professionally certificated personnel under contract or on leave approved by the Board (including but not limited to teachers; counselors; nurses; media specialists; reading specialists; occupational therapists; school psychologists; speech and language therapists; learning disabilities teacher consultants; and social workers), and for all noncertified behavioral specialists and secretaries.

The following are excluded from the negotiating unit represented by the Association: Superintendent, Assistant Superintendents, School Business Administrator, Assistant School Business Administrator, Director for Human Resources, Purchasing Agent, Board Secretary, District-wide Coordinators, other Specialists not listed above, Supervisors, Managers, Child Study Team Director, Assistants, Principals, Assistant Principals, Director of Guidance, Department Supervisors, Media and Technology Technicians, Driver Education Teachers, all Confidential and Administrative Secretaries to Superintendent, School Business Administrator, Board Secretary, Assistant Superintendents, Human Resource Manager, Office Manager for Student Personnel Services and substitute employees and all other non-certificated employees not listed above.

- B. Unless otherwise indicated, the term "employees," when used hereafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined unless specific reference is made for "teacher" or "secretary" and references to employees shall include both female and male employees.

## **ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT**

The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1, et. seq., on or about 120 days prior to submission date of budget.

## **ARTICLE III - GRIEVANCE PROCEDURE**

### **A. DEFINITIONS**

1. A "grievance" is a written complaint by an employee or the Association based upon the interpretation, application or violation of Board policy, the Agreement and administrative decisions affecting terms and conditions of employment.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

**B. PURPOSE**

The purpose of this procedure is to resolve differences concerning rights of parties regarding terms and conditions of employment. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**C. PROCEDURE**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. All time limits must be adhered to unless a modification or extension is agreed to by the Association and the Board. If such time limits are not adhered to by the Board or administration, the aggrieved may initiate action to the next step of this procedure. If the aggrieved or the Association fails to adhere to such time limits, the grievance shall be considered withdrawn. A grievance to be considered under this procedure must be initiated by the aggrieved or the Association within twenty (20) school days of its alleged occurrence or from the time when the aggrieved or Association could reasonably have known of its occurrence. All time lines established in this article may be extended by mutual agreement between the parties to meet extraordinary developments.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

**3. LEVEL ONE**

An employee with a complaint may file a grievance in writing with his/her principal or immediate supervisor either directly or through the Association's designated representative. The principal or immediate supervisor will meet with the grievant and/or the Association's designated representative with the objective of resolving the matter. After hearing the complaint of the grievant, the principal or immediate supervisor will respond in writing to the individual or the Association's designated representative, the Board President, the Association President and the Superintendent or his/her designee.

**4. LEVEL TWO**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Principal or immediate supervisor, the aggrieved may, within five (5) school days after a decision by the Principal or immediate supervisor, or fifteen (15) school days after the grievance was presented to the Principal or immediate supervisor, whichever is less, file the grievance in writing with the Superintendent or his/her designee, copy sent to the Board President, stating (a) nature of grievance, including what contract provision or policy is being grieved, (b) results of previous discussion, (c) basis of dissatisfaction with the decision, (d) remedies sought.

5. **LEVEL THREE**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent or his/her designee, the aggrieved may, within five (5) school days after a decision by the Superintendent or his/her designee, or fifteen (15) school days after the grievance was delivered to the Superintendent or his/her designee, whichever is less, submit in writing to the Board President a request for a hearing before the Board.

At the option of the Board, such hearing shall be held before the full Board or a designated committee of the Board. Such hearing shall be held within twenty-five (25) school days of the request for a hearing. The aggrieved may submit written materials to the Board or the designated committee of the Board in support of his/her position at the time of his/her request for a hearing. Any such written materials shall be served on all parties in interest by the aggrieved person.

In the event that the hearing is held before the entire Board, the Board shall make a determination and notify the aggrieved person in writing within ten (10) school days of the conclusion of the hearing. In the event that the hearing is conducted before a committee of the Board, such committee may, at the option of the Board, render a final determination. In the event that the right of final determination is vested in the committee of the Board, it shall make such determination and notify the aggrieved person within ten (10) school days after the conclusion of the hearing. In the event that the hearing is conducted before a committee of the Board, the Board may, at its option, reserve the right of final determination by the full Board. In such event, the committee of the Board shall make a report and recommendation to the entire Board and the entire Board shall thereafter make a final determination and notify the aggrieved person within ten (10) school days after the conclusion of the hearing.

A hearing will be convened unless the Board and the Executive Committee of the Association agree that a hearing is not necessary.

If no hearing is granted the Board will issue a decision of the grievance without a hearing.

At the option of the Board, such hearing shall be held before the full Board or a designated committee of the Board. Such hearing shall be held within sixty (60) calendar days of the request for a hearing. The aggrieved may submit written materials to the Board or the designated committee of the Board in support of his/her position at the time of his/her request for a hearing. Any such written materials shall be served on all parties in interest by the aggrieved person.

6. **LEVEL FOUR**

- a. If the Association is not satisfied with the disposition of the grievance alleging a violation of a term or condition of employment at Level Three, the Association may within fifteen (15) school days after receiving written notification of the decision by the Board or the Board Committee, as the case may be, or forty-six

(46) school days after the request for the hearing, notify the Board that the grievance is being submitted to arbitration.

- b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association or PERC by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or PERC in the selection of an arbitrator. The arbitrator shall limit himself/herself to issues submitted to him/her and shall consider nothing else. She/he can add nothing to nor subtract anything from this agreement.
- c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is clearly violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

**D. RIGHTS OF EMPLOYEES TO REPRESENTATION**

- 1. Any aggrieved person may be represented at all stages of the grievance procedure by him/herself, or, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views and no settlement can be reached without notifying the Association at any level of this procedure.
- 2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

**E. MISCELLANEOUS**

- 1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association

may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. All decisions rendered at Levels One, Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest, to the Board President, President of the Association and the Superintendent or his/her designee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C, paragraph 6 (c) of this Article.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, theretofore referred to in this Article.

#### **ARTICLE IV - EMPLOYEE RIGHTS**

- A. The Board agrees that every employee shall have the right freely to organize, join and support the Association with purpose of engaging in collective negotiations and other concerted activities. The Board will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by N.J.S.A. 34:13A-1, et. seq., or the Constitutions of New Jersey and the United States. The Board further agrees that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of membership or non-membership in the Association, his/her participation in any activity of the Association, collective negotiations with the Board, or institution of any grievance under this Agreement.
- B. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of such personnel in his/her office, position or employment, or the salary, or any increments pertaining thereto, then such personnel shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise or represent him/her during such meeting or interview.

An employee shall be entitled to have a union representative present at an investigatory interview with an administrator or supervisor which she/he reasonably believes might result in disciplinary action. This right shall not extend to post-observation or evaluation conferences.

- C. Nothing contained herein shall be construed to deny or restrict to any employee such rights as she/he may have under New Jersey Laws or other applicable laws and regulations.
- D. No employee shall be disciplined without just cause in areas ruled negotiable.
- E. Any question or criticism by a supervisor, administrator or board member of an employee shall be made in confidence and not in the presence of students, parents, or other public gatherings.
- F. The teacher has the right and responsibility to determine grades based upon his/her professional judgement in conjunction with school/department grading policy. In the event that a teacher's supervisor/administrator determines the need to alter or change a grade, a conference between the teacher and his/her supervisor/administrator shall be held to discuss the need for such alterations or change. If after the conference the administrator changes a grade, the supervisor/administrator

will certify the change by affixing his/her signature to the permanent report card and electronic records.

## **ARTICLE V - ASSOCIATION RIGHTS**

- A. The Association and its representatives shall have permission to use school buildings at all reasonable hours for meetings, provided that it shall have notified the appropriate building principal. Any such meeting may only be held prior to the commencement of or after the end of the employee workday; provided, however, that this shall not preclude a meeting held during the employees' duty-free lunch period.
- B. The Association shall have permission to use school equipment, subject to administrative approval and as long as such equipment remains in the same school building; including computers, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the actual cost of all materials and supplies incident to such use. The Association shall pay for the cost of any repairs upon machinery that is necessitated because of Association misuse of the machinery for Association business.
- C. The Association shall have, in each school building, the exclusive use of a portion of the bulletin board in each faculty lounge.
- D. The Association shall have the right to reasonable use of the interschool mail facilities and school mailboxes and electronic communications, as per district's Acceptable Use Policy.
- E. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted to the Association, so long as the Association remains the majority representative of the teachers and/or secretaries; and to no other organizations representing teachers and/or secretaries.
- F. Provisions will be made to permit the representatives of the Association to function. Each elementary school shall have representatives totaling one (1) per fifteen (15) employees. Each senior representative shall be relieved of both morning and afternoon bus duty; provided, however, that nothing herein contained shall preclude the assignment of such elementary representatives to such bus duty under emergency circumstances.

Each secondary school shall have representatives totaling one (1) per fifteen (15) employees. Each senior representative shall be relieved of five (5) duty periods per week.

One-half (1/2) of the members of the WTEA executive committee shall be granted release time to conduct Association business, under the same provisions as described in the first and second paragraphs of this Section. For the purposes of this provision, the WTEA executive committee shall consist of fourteen (14) individuals. Nothing herein shall limit the WTEA from changing the structure of its executive committee.

- G. The Association President shall be granted release time to conduct Association business and maintain a liaison with the Administration and the Board of Education. Such release time shall not be during regularly scheduled class time, nor during regular or emergency faculty meetings.

- H. The Board shall provide a total of fifteen (15) days annually to be used by the representatives of the Association. Days taken under the provisions of this paragraph will be documented using the district personal/professional day form.
- I. Whenever any representative of the Association or any employee acting as a representative of the Association participates during working hours at the request of the Board of Education in negotiations, mediation sessions or fact-finding sessions, the employee shall suffer no loss in pay. The Board is in no way obligated by this provision to pay for the services of Association representatives who are not full time employees of the Washington Township School District.

**ARTICLE VI - EMPLOYEE WORK YEAR**

**Teacher Work Year**

- A. The school calendar for teachers shall consist of one hundred ninety-two (192) days. Five of these days shall be for snow or emergency and if not used shall be deducted at a time determined jointly by the Association and Board of Education.
- B. The work year for teachers employed on a ten (10) month basis shall be one hundred eighty-seven (187) days. One hundred eighty (180) days shall be teaching days in keeping with the minimum required by law. Eleven (11) month teachers shall work ten (10) months plus an additional twenty (20) days. A minimum of two (2) days will be allotted at the beginning of the school year for orientation purposes. One of these days shall be for teacher classroom preparation only. Two (2) days of which teachers are employed shall be for attending the N.J.E.A. Convention, and the remaining three (3) days for teachers shall be used for in-service and orientation in which the teachers shall have part in the planning.
- C. Teaching staff shall attend one mandatory Back-to-School Night in each school year.
- D. In the event that an Extended School Year Program or split sessions is instituted, the Board of Education agrees to negotiate with the Association the terms and conditions of employment for teachers who will participate in this program.
- E. In the event that the State of New Jersey and/or the Commissioner of Education and/or the County Superintendent and/or the Board of Education should mandate the closing of schools for any period of time as a direct result of the energy crisis or other national or state emergency, the Association agrees to fulfill its contractual obligations regarding the one hundred eighty-seven (187) day teacher work year.

**Secretary Work Year**

- A. Office employee contracts shall be either ten (10) or twelve (12) months.
  - 1. Twelve-month contract

Those employees on a twelve-month contract shall work from July 1 through June 30, 7-1/2 hours per day five days per week except that from the first day of school for students until the last day for students, they shall follow the teacher calendar adopted by the Board, working 7-1/2 hours per day. Twelve-month contracts include earned

vacation time as provided in Article XXII, E(3)(c). Employees shall not be required to work on July 4 and Labor Day (or the day of celebration).

Summer hours for secretaries will be eight hours per day Monday through Thursday. On Fridays secretaries will work four (4) hours.

2. Ten-month contract

Those employees on a ten-month contract shall work from the first teacher work day through June 30 (date will be adjusted for any days worked prior to September 1), 7-1/2 hours per day five days per week except that from the first day of school for students until the last day for students, they shall follow the teacher calendar adopted by the Board, working 7-1/2 hours per day. For informational purposes, the school calendar, as adopted, shall be attached each year to this Agreement as Appendix A. No vacation shall be earned.

3. Twelve/Ten-Month Contract - Reduced Hours

Those employees on a twelve/ten-month contract shall work according to the applicable contract listed in Number 1 or Number 2, working on a reduced number of hours per day. For informational purposes, the school calendar, as adopted, shall be attached each year to this Agreement as Appendix A. Twelve-month contracts include earned vacation as provided in Article XXII.E.3.

- B. Persons on existing contracts will not be involuntarily transferred to longer contracts.
- C. If, for emergency purposes, school shall be closed while in session, office personnel shall be entitled, at the discretion of the principal, or in his/her absence, the immediate supervisor, to leave as soon as all students have left the building. Those office employees who work in a non-student building shall be entitled to leave at the discretion of the immediate supervisor. In the event all schools are closed for emergency purposes prior to its regular scheduled opening, all office personnel covered by this Agreement shall not be required to report for work.
- D. If, for any reason, the District or an individual school switches to remote instruction, secretaries may be permitted to work remotely at the discretion of the Superintendent.

**ARTICLE VII - TEACHING HOURS AND TEACHING LOAD**

- A. Teachers shall indicate their presence for duty or departure in a manner deemed appropriate by the Board of Education or the Superintendent of Schools.
  - 1. Teacher workday for pre-school through grade five shall be seven (7) hours and fifteen (15) minutes. The teacher workday for grades six through twelve shall be seven (7) hours and twenty-five (25) minutes.

Teachers are to be available for student supervision no more than five minutes before the start of the present student day.
  - 2. Teachers may be required to remain after the regular workday, or at the elementary level, before the workday, without compensation, for the purpose of attending faculty or other

professional meetings. Such meetings shall be reasonably scheduled and of approximately one (1) hour duration, except as dictated by emergency circumstances. Should a faculty member be unable to attend, a make-up meeting will be arranged through the building administration.

3. Teachers shall have a daily duty-free lunch period of at least forty (40) minutes duration, except as provided in Section C, below.
  4. Teachers may be absent from the building during their scheduled duty-free lunch periods, provided they notify the office of their departure and return.
- B.
1. Every teacher in Kindergarten through Grade 12 shall be granted five (5) duty-free periods per week during the student day for the purpose of instructional preparation, except as provided in Section C, below. Pre-school teachers shall be granted the equivalent amount of duty-free prep time during the teachers' workday.
  2. Half-time special education teachers (those teaching a minimum of three periods per day) shall be granted one-duty free period during the student day for the purpose of instructional preparation. At the elementary level, if the schedule permits a forty- (40) minute period, if not this period may be divided into two (2) twenty- (20) minute periods. If the schedule does not permit this, the teacher will be paid for the duty period not scheduled.
- C. Effective at the start of the 2020-2021 school year, the Board will implement an eight (8) class PRIDE schedule at the High School as follows:
1. Each day will include: six (6) fifty-seven (57) minute class periods (with a five (5) minute homeroom added to the first period each day), plus lunch.
  2. In each four (4) day cycle, High School teachers shall have:
    - At least two (2) twenty-eight (28) minute duty-free lunch periods;
    - Subject to paragraph three (3), two (2) fifty-six (56) minute duty-free lunch periods;
    - No more than one (1) twenty-eight (28) minute period for tutoring to be scheduled in a four-day cycle at the teacher's discretion with the teacher notifying the students and administration of the scheduling a week in advance;
    - No more than one (1) twenty-eight (28) minute period for Township Time duty;
    - Three (3) fifty-seven (57) minute duty periods;
    - And six (6) fifty-seven (57) minute periods for instructional preparation, three (3) in the morning and three (3) in the afternoon.
  3. During the unit lunch, the administration may assign twenty (20) twenty-eight (28) minute periods per school year to be used at the administration's discretion for purposes which include: PLC, tutoring time, department meetings, cohort meetings, parent-teacher conferences, or IEP meetings. Except in an emergency as determined by the administration, no more than five (5) of the twenty (20) days may be used for a traditional duty (lunch or hall monitoring, general supervision). Further no more than ten (10) periods may be used per semester.

- D. In the event that the Board elects to implement alternative scheduling at any level, the Board agrees to negotiate with the Association the terms and conditions of employment for those employees participating in the program.

### **ARTICLE VIII - EMPLOYMENT**

- A. Each full time employee shall be placed on his/her proper step on the salary schedule for each year (year = one half required workdays plus one day) of his/her employment. "Full time employee" shall be those employees regularly assigned to a full workday as set forth in Article VII (Teachers) and Article VI (Secretaries). Teaching staff members who work a three fifths (3/5) or four-fifths (4/5) schedule shall be considered full time for purposes of salary schedule advancement.
- B. Each part time employee hired after November 1, 1995 shall advance on the salary guide consistent with an equivalent full time year of service. "Part time employee" shall be those employees who are regularly assigned to less than a full workday as set forth in Article VII (A) (Teachers) and Article VI (B) (Secretaries). Teaching staff members who work a full teacher workday as set forth in Article VII (A) but who are assigned to work one fifth (1/5) or two fifths (2/5) days a week shall be considered part time for purposes of salary schedule advancement and shall advance on the salary schedule as if they hold a one-half (1/2) part time position. Part-time employees must work the equivalent of a full year before advancement to the next step on the salary schedule. Part time employees will be paid on a pro-rated basis of the applicable step on the salary schedule consistent with the degree of part time service.
- C. In the case of an employee newly hired to the district in either a full time or part time capacity, the Board and the employee may agree to credit the employee on the salary scale with a lesser number of years of experience than the newly hired employee may have earned in previous employment. Credit not to exceed four (4) years shall be given for military service as required by 18A:29-11.
- D. Tenured employees shall be notified of their contract and salary status for the ensuing year no later than May 30.

### **ARTICLE IX - PAYMENT OF SALARIES**

- A. Employees shall be paid in semi-monthly installments, payable on the 15th and last day of the month, respectively. Employees must elect to have their pay deposited by automatic payroll deposit to the bank(s) designated by the Employee.
- B. An employee may individually elect to have any whole dollar amount of his/her monthly salary deducted from his/her pay to be forwarded to an account of a credit union designated by the Association, provided she/he files the appropriate written request form with the business office.
- C. When payday falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

Ten-month employees shall receive final checks on the last working day in June; provided, however, that the Superintendent or other designated representative of the Board shall have first certified that the employee has fulfilled his/her statutory responsibilities prior to the release of

such checks. The pay schedule for any given year will be distributed to employees at the beginning of each school year.

- D. Except when State Laws or rules of the State Department of Education apply, the Board reserves the right to be the sole judge or arbitrator in interpretation of the salary guide.
- E. Pending legislative action of minimum teacher salary, the Board and Association will determine a mutually acceptable disbursement of additional state funds in accordance with legislative guidelines.

#### **ARTICLE X - EMPLOYEE ASSIGNMENTS**

- A.
  - 1. All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year by May 31. If changes are made in such assignments after May 31, the teachers affected and the Association shall be notified immediately. Such teachers or the Association may request a meeting with the Superintendent or his/her designee to discuss the need for such changes within ten (10) calendar days of the notification of the change. Subject assignment shall include the title, grade and level of instruction for all classes to be taught.
  - 2. The Superintendent shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than August 15.
  - 3. Teachers holding appointments to co-curricular positions in any given school year and who will be recommended for reemployment in those positions for the following school year shall be notified of their appointments within sixty (60) days of the end of the season/activity or June 30, whichever comes first.

#### **ARTICLE XI - VOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A.
  - 1. No later than ten (10) school days after a vacancy becomes known, the Superintendent or his/her designee shall deliver to the Association and post notice of said vacancy in all school buildings. In addition to the listing of the known vacancies, a listing of anticipated positions shall be posted.
  - 2. Employees who desire a change in assignment or who desire to transfer to another building shall file a written statement of such desire with the Superintendent or his/her designee no later than ten (10) school days after notice of position has been posted.

#### **ARTICLE XII - INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. Notice of an involuntary transfer or reassignment shall be given to employees within one (1) calendar week of the decision.
- B. In the event that an employee objects to the transfer or reassignment, upon the request of the employee, the Superintendent or his/her designee shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting.

- C. Any employee may utilize sick leave for disability and illness in accordance with Article XXII, paragraph C.

## **ARTICLE XIII - EVALUATIONS**

### **A. TEACHER EVALUATION**

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
2. Observation and evaluation of non-tenured teaching staff members shall be conducted in compliance with New Jersey Administrative Code Title 6A:10-2.4 and New Jersey Administrative Code 6A:10-4.4.
3. Observation and evaluation of tenured teaching staff members shall be conducted in compliance with New Jersey Administrative Code Title 6A:10-2.4 and New Jersey Administrative Code 6A:10-4.4.

### **B. SECRETARY EVALUATION**

1. Principals and supervisors shall keep the employees informed as to whether or not the kind of service they are rendering is satisfactory in terms of the standards of the school district. Written evaluation reports are to be sent to the employees by the principal and/or supervisor with copies forwarded to the Superintendent once each year for all tenured personnel and twice each year for non-tenured personnel, prior to April 1.
2. If a reasonable period of time remains following a negative evaluation by a principal or supervisor prior to April 1, the secretary receiving a negative evaluation may request one or two additional evaluations.
3. Written evaluations shall be given to the employee for his/her signature and comments prior to submission of the reports to the Superintendent.

### **C. PERSONNEL FILES**

1. Evaluation reports filed electronically shall be signed electronically by both the evaluator and the employee.
2. An employee shall have the right to review the material in his/her personnel file at least once every year. An employee who desires to review his/her file must schedule an appointment for review with the personnel office at least 24 hours in advance.

An employee shall have the right to indicate those documents and/or materials in their file which she/he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee; and if, in fact, they are obsolete or otherwise considered inappropriate to retain, they shall be destroyed. Disputes over the retention or destruction of said documents shall be grievable to the Superintendent's level only.

3. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that she/he has had the opportunity to review such material and must affix his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent and/or designee and attached to the file copy.
4. Although the Board agrees to protect the confidentiality of personal reference, academic credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

**D. COMPLAINTS**

1. Any complaints regarding an employee made to any member of the administration by any parent, student, or other person, which are used in any manner in evaluating an employee, shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint. The employee shall have the right to representation at any meeting or conferences the employee is requested to attend regarding such complaint.

**E. EVALUATION INSTRUMENT**

1. A joint Board-Administrator-Association Advisory Committee shall be continued for the purpose of improving evaluation procedures and instruments to be used within the scope of this Article. The Committee membership should be based upon equal representation of the groups involved; at least five (5) Board/Administration, and at least five (5) Association members to be appointed by the Association.

**F. CO-CURRICULAR/ATHLETIC POSITIONS**

The Board and Association shall mutually develop an objective compensation determination form to determine compensation for all co-curricular positions.

**ARTICLE XIV - FAIR DISMISSAL PROCEDURE**

**A. NOTIFICATION OF DISMISSAL**

On or before May 15 of each year, the Board shall give to each fully certified non-tenured teacher, continuously employed since the preceding September 30, either:

1. A written offer of a contract for employment for the next succeeding year or
2. Notice that such employment shall not be offered.

**B. JUSTIFICATION OF DISMISSAL**

Any non-tenured teacher who receives notice that such employment shall not be offered shall be entitled to the benefit of the procedures set forth in N.J.S.A. 18A:27-3.2 and N.J.A.C. 6A:10-9.1.

When such procedures have been concluded, any further appeal by such teacher shall be to the Commissioner of Education.

**C. TERMINATION OF CONTRACT**

Subject to paragraph D below, the employment contract of any non-tenured employee may be terminated at any time by either party giving to the other thirty (30) days' notice in writing of intention to terminate. Upon application of such employee, the Board may waive such thirty (30) days' notice and permit the unit employee to terminate his/her employment in less than thirty (30) days in situations involving emergencies or other justifiable reasons.

**D. PROBATIONARY PERIOD**

Each newly-hired secretary shall be deemed to be a probationary employee and serve an initial ninety (90)-day term. The Board shall be entitled to terminate the employment of any such probationary employee at any time within said ninety (90)-day period.

**E. REDUCTION IN FORCE**

In the event the Board shall undergo a Reduction in Force (RIF) of secretarial positions, the RIF shall occur by seniority in category only. There shall be two categories of secretaries for RIF purposes, Secretary II and III. The least senior secretary in the category will be laid off first.

1. Any secretary displaced by the seniority principle who had previous service in the school district as a regular, full time secretary in a second category shall have the right to displace or "bump" the least senior employee in said second category as long as he/she has greater seniority in said second category than the least senior employee in said second category.
2. Any secretary who is displaced by the operation of the seniority principle under this Article shall have the right of first refusal for the next available full-time secretarial position in the category from which they were displaced for a period of one calendar year from their displacement. If the employee fails to accept, in writing, an offer to fill the next available vacancy within five days after the offer is made, his/her rights under this subparagraph shall terminate.
3. The provisions of this Article shall be deemed to apply only to employees affected by the elimination of positions and shall not apply to employees who are not rehired or whose employment is terminated for other reasons.

**ARTICLE XV - TEACHER FACILITIES**

- A. It is considered by the Board and Association that the following facilities and materials are desirable:
1. Space in each classroom in which teachers may store instructional materials and supplies.

2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials.
  3. A faculty lounge.
  4. A serviceable desk and chair for each teacher.
  5. Convenient access to a telephone.
  6. Teacher rest rooms, separate for each sex.
  7. Off-street parking facilities which shall be free, adequate, paved and maintained for exclusive teacher use.
  8. Closet space for personal articles.
  9. Appropriate teaching material including texts, chalkboards, dictionaries, supplies.
  10. All classrooms shall be kept clean and orderly by the appropriate personnel each day.
- B. Upon request of the Association, vending machines may be installed in teachers' lounges or lunchroom areas.

#### **ARTICLE XVI - EMPLOYEE/ADMINISTRATION LIAISON**

- A. The Association shall select a Liaison Committee for each building which shall periodically meet with the principal or designated supervisor, during the school day for the duration of the school year, to review and discuss local school problems and practices, and to play an advisory role in the revision or development of building policies. Areas for consideration shall include, but are not limited to such matters as, curriculum, textbooks, distribution of materials and supplies, discipline, and parent visitation. Said committee shall consist of not less than one (1) member for every twenty (20) members in the school building, but shall in no event have more than five (5) members.
- B. The Association's representatives shall meet with the Superintendent at least once a month during the school year, unless the parties decide otherwise, to review and discuss current school problems and practices and the administration of this Agreement.

#### **ARTICLE XVII - PROTECTION OF EMPLOYEES**

##### **A. WORKING CONDITIONS**

The Board of Education will make every effort to ensure safe working conditions. In the event of disorder or disruption in the regular school program, the Association shall have the right to meet with the Board on matters regarding employee safety.

**B. LEGAL ACTION**

Whenever any action is brought against an employee before the Board or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final decision in favor of the employee. This shall not apply to any charges filed by the Board against the employee.

**C. ASSAULT UPON AN EMPLOYEE**

1. An employee shall immediately report any case of assault or battery upon his/her person arising out of, or in connection with, his/her employment duties. Such matters shall be immediately reported to the principal or immediate supervisor.

The Board shall give full support including legal assistance where required.

2. When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits for the period of such absence and shall not forfeit any sick leave or personal leave, unless pending litigation would be continued to settlement and such settlement or judicial finding indicates that the employee was the aggressor.
3. An employee shall suffer no loss of leave or salary if assaulted on duty, except if the employee is found to be the aggressor.

**ARTICLE XVIII - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

- A. A definition of the duties and responsibilities of all teaching personnel pertaining to student discipline shall be reduced to writing by the Superintendent and shall be presented to each teacher at the beginning of each school year or be included in the teachers' handbook or other publication of procedures or practices authorized by the Board of Education.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, psychologist, physician or other specialist, he/she shall so inform his/her principal or immediate superior. The principal or immediate superior shall arrange as soon as possible for a conference among him/herself, the teacher, and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.

**ARTICLE XIX - ACADEMIC FREEDOM**

- A. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, and presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning, which do not conflict with the philosophy, underlying principles, objectives and content of the courses of study adopted by the Board of Education.

**ARTICLE XX - DEDUCTION FROM SALARY**

- A. The Association shall indemnify, defend and save harmless the Board of Education against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken by the Board, in reliance upon salary deduction authorization cards submitted for individual members by the Association to the Board of Education.

**ARTICLE XXI - MISCELLANEOUS PROVISIONS**

**A. MANAGEMENT RIGHTS**

Except as otherwise specified in this Agreement, the Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by law.

The Board of Education retains the right, in accordance with applicable State and Federal 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 insufficient enrollment or for 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 action may be necessary to carry out the mission of the School District in situations of emergency.

In exercising its power, the Board through its administrative staff, shall, subject to the provisions of this Agreement, exercise all of its managerial rights and authority to the extent permitted by law.

**B. WORK CONTINUITY**

- 1. The Association agrees that it will sanction no job actions of any type and will discourage any job actions by its membership for the duration of this contract and during the course of grievance procedures. The Board will conduct no lockouts during the terms of this Agreement.
- 2. The parties agree that they will resolve all disputes through the procedure outlined in this Agreement or as subsequently modified by statute or court decision.

**C. EMPLOYEES SHALL NOT USE THEIR OWN VEHICLES TO TRANSPORT STUDENTS.**

**D. LEGAL BASIS**

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 provided by law, but all other provisions or applications shall continue in full force and effect.

**E. NOTIFICATION**

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 may do so by registered letter, at the following addresses:

1. If by Association, to the Board at:

**Superintendent**  
Central Administrative Offices  
206 East Holly Avenue  
Sewell, NJ 08080

2. If by the Board, to Association at:

**President of the Association**  
at his/her respective building.

Copies of this Agreement are to be printed and the cost shared equally by both the Board and the Association.

The Agreement shall be presented to all employees affected thereby.

- F.** This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing only, executed by both parties.

**ARTICLE XXII - COMPENSATION**

**A . EMPLOYMENT**

1. a. Salaries for all ten (10) month teachers included in the collective bargaining unit represented by the Association are covered by this Agreement as set forth in Schedule A, annexed hereto and made a part hereof. The salary for an eleven (11) month teacher included in the collective bargaining unit shall be 110% of the amount set forth on the appropriate step of the appropriate column for the teacher as set forth on Schedule A.
- b. Upon completion of the appropriate number of graduate credit hours beyond a degree or an advanced degree recognized on the salary schedule, a teacher may apply for advancement on the salary schedule. Completion of course work and written notification and request for the proposed change must be submitted by the teacher to the Superintendent's office prior to September 1 to affect the teacher's salary for that contract year.

An advanced degree submitted for an appropriate lane change must be in the field of education or in the current subject in which the teacher is assigned. An advanced degree not in the field of education or not in the current subject taught

by a teacher, but closely related, may be approved for application to a lane change at the sole discretion of the Superintendent or his/her designee.

To be eligible for credit for a lane change, an advanced degree must have been awarded after July 1, 1979.

Credits completed on or after July 1, 1979, submitted for an appropriate lane change beyond a degree, but not in an advanced degree lane, must be in the field of education or in the current subject in which the teacher is assigned. Credits not in the field of education or not in the current subject taught by a teacher, but closely related, may be approved for application to a lane change at the sole discretion of the Superintendent or his/her designee.

Undergraduate credits are not acceptable for credit increment on lane changes, except with the prior approval of the Superintendent.

2. Salaries for all secretaries included in the collective bargaining unit represented by the Association are covered by this Agreement as set forth in Schedule C annexed hereto and made a part hereof.
3. a. The supplemental salaries to be paid to teachers who are assigned to athletic and co-curricular positions are set forth in Schedule D.  
  
A committee will be established to study the co-curricular guide. The committee may but is not required to make recommendations for revision of the guide which shall be reviewed during the negotiations for a successor contract.
- b. A WTEA/Administration co-curricular committee will convene as necessary, but not less than twice per year to review new co-curricular positions and stipends.
4. a. Teachers shall receive longevity payments according to Schedule B. Longevity would apply to in-district service time only for all new staff hired or after July 1, 2007. All other staff is grandfathered. The longevity amount is prorated for part-time staff.
- b. Secretaries shall receive longevity payments based on full-time service in the district, according to the schedule below:  
  
$$15 - 19 \text{ years} = \text{salary} + 3\% \text{ of their base salary}$$
$$20 - 24 \text{ years} = \text{salary} + 4\% \text{ of their base salary}$$
$$25 + \text{ years} = \text{salary} + 5\% \text{ of their base salary}$$
5. Three (3) middle school nurses who review and process athletic physicals beyond their normal work day for two (2) athletic seasons and intramurals will receive \$1,500 per nurse per year paid in two (2) installments of \$750 each for this work.
6. Two (2) high school nurses who review and process athletic physicals beyond their normal work day for two (2) athletic seasons (Winter and Spring) will receive \$1,500 per season for a total of \$3,000 per nurse per year with respect to performance of this work.

**B. INSURANCE PROTECTION**

1. The Board will provide and pay for health care protection for individual and full family coverage at a level of benefit equal to the AmeriHealth PPO, POS and CMM plans in effect October 1, 1996; the office visit copay is \$20.00. Both individual and full family protection will be extended at the Board's cost.

Employees newly hired to the district after July 1, 2000, shall be eligible for family medical benefits under paragraph 1 at the level of the P.O.S. Plan, at Board expense. These employees shall be eligible to purchase, at the Board's rates, a higher level of coverage through payroll deductions.

2. The Board shall provide all employees with a description of health care insurance coverage and a description of the conditions of the coverage and the individual limits thereof.
3. During the term of this contract, the Board of Education shall provide and pay for dental, prescription and Employee Assistance Program (EAP) programs for individual and full family coverage at the level of benefits or equivalent, as described in the Delta Dental Plan of New Jersey Inc., Blue Cross/Blue Shield, and Gloucester County Schools Consortium contracts effective June 30, 1991, for each employee who shall be eligible for and shall be enrolled in a prescription drug and dental plan through a company to be selected by the Association and approved by the Board.

- a. Employees newly hired to the district after July 1, 2000, shall be eligible for single dental, prescription and EAP coverage until they have served three (3) consecutive years of employment in the district. These employees shall be eligible to purchase, at the Board's rates, a higher level of coverage in the dental, prescription and EAP plans through payroll deductions. The employee's date of employment shall determine the three (3) year eligibility period. After three (3) consecutive years of employment, the employee shall be eligible for family coverage under the dental, prescription and EAP programs as outlined in paragraph 3, at Board expense.

- b. The Board will pay the full cost each for individual and full family enrolled in a dental plan through June 30, 2006. Beginning July 1, 2006 the Board will pay 90% of any increase in the dental premium beyond the Board's premium cost for the period July 1, 2005 through June 30, 2006. Employees will pay for 10% of the premium increase (as noted in preceding paragraph) in 2006-2007.

Employees may opt to purchase an additional \$500 extended dental coverage at the initial approximate cost of \$22.00 annually. Premium increases for the elective coverage will be born by the employee.

Employees may opt to purchase a lifetime maximum of \$1,000.00 for orthodontic coverage for eligible dependents age 18 and under. Premium increases for elective orthodontic coverage will be born by the employee.

- c. Should an employee opt to withdraw from the dental coverage as an alternative to the payment of an additional contribution, above the Board's premium limit, the Board will contribute the appropriate premium to an escrow account to be distributed to the members of the dental program at the end of the contract year, in an amount not to exceed the cost of each member's additional contribution.

- d. The Board pays full cost of single coverage for prescription. If the employee selects coverage other than single, the Board will pay 90% of the additional cost for dependent coverage while the employee will pay 10% of the additional cost for dependent coverage. The employee co-pay for prescription will be \$10 for generic drugs, \$20 for name brand drugs, and \$10 for mail order drugs. Effective July 1, 2008, the prescription co-pays will be \$10 for generic retail; \$25 for brand name retail; and \$10 for 90-day supply mail order generic and brand name.
  - e. One prescription account shall be issued if both members of the family unit are employed in the district.
  - f. The Board assumes full cost of the Employee Assistance Program (EAP). Eligibility for enrollment for benefits shall be governed by and be subject to any restrictions imposed by the plan established by the selected company. Any such plan may provide for coverage for individual employees and their eligible dependents and may contain a deductible.
4. Under the current 125B Plan maintained by the Board, employees who are otherwise eligible for medical insurance may participate in an opt-out program. Employees who wish to participate in this program must complete "Waiver of Health Care Coverage Form" during the annual open enrollment period and hand deliver to the benefits office. Only those employees who can establish duplicate medical coverage can participate.

Eligible employees who participate in the opt-out program shall be entitled to a payment of thirty-five percent (35%) of the annual cost of medical insurance premiums for the applicable coverage level for that employee. Effective January 1, 2018, the opt-out payment will be twenty-five percent (25%) of the relevant coverage premium cost, up to a maximum of \$7,500. This payment shall be made in two (2) equal payments--one half in the December 15 pay, and the other half in the June 15 pay. If an employee participating in the opt-out program leaves the employ of the district prior to the end of the school year, he/she shall receive his/her portion of the payment.

In the event the Board disbands the current 125B Plan, employees will be entitled to the following:

Employees may choose to participate in a buy-back program of medical and prescription insurance for married couples who both work in the district. Each employee maintains dental and EAP coverage. Employees who wish to participate in this program must notify the benefits office during the annual open enrollment period. Payment of reimbursement (\$1,000 per year) shall be made in two (2) payments of \$500 each--one in the December 15 pay, and the other in the June 15 pay.

5. The Board and the Association agree to establish a Joint Committee to review the current health benefits package. The parties agree to meet following the signing of this Memorandum to establish mutually agreeable timelines and procedures. The non-binding recommendations of the joint committee are subject to approval by the Association and approval by the Board.

6. In case of an employee's death, health benefits coverage for surviving family members shall continue at a level equivalent to coverage at the time of death for six (6) months at Board expense, subject to the dependent paying the C.78 contributions.
7. All employees enrolled in such health care coverage will contribute toward health benefits at the Tier 4 level (Year 4 level of phase-in) as indicated in Section 39, P.L. 2011, C.78. The contributions shall continue until a different formula is negotiated by the parties.
8. If the medical and prescription drug combined plan premiums are expected to exceed the excise tax threshold of the Affordable Care Act (ACA) based upon the renewals quoted by the carrier, the parties must agree upon a new plan that will not require an excise tax payment pursuant to ACA within 60 days of notification being given to the Association. In the event that the parties cannot reach agreement, the District may make the minimum modifications to the plan that are necessary to eliminate the exposure to the excise tax, with the least disruption possible to the employees and their dependents. Any dispute as to whether or not the changes made by the District are the minimum necessary to eliminate exposure to the excise tax with the least disruption possible to employees and their dependents shall be resolved through submission to the grievance arbitration process.

### **C. SICK LEAVE**

1. All permanent, regular full time and regular part time employees shall be granted yearly sick leave as follows to be used only for illness:

10-month term = 10 days

11-month term = 11 days

12-month term = 12 days

In the first year of employment, those individuals hired after the beginning of that contract or school year will receive sick leave allowance on a prorated basis.

Said sick leave may not be used for any other reason. Use in violation of this Agreement shall constitute grounds for disciplinary action. All days of sick leave not utilized within the current school year shall be accumulative, to be used for additional sick leave as needed in subsequent years.

2. If any employee is absent three (3) consecutive days, a doctor's certificate concerning the illness shall be presented upon request of the Superintendent or his/her designee. Employees shall notify the principal's office or his/her designee of absence due to illness as early as possible, but no later than one and one-half (1-1/2) hours before the commencement of the individual employee's workday. Notification should be made the evening preceding the absence, when possible.
3. Upon termination of employment, an employee may request and the Board shall grant a certificate stating the employee's accumulated unused sick leave.
4. Reemployment by the Board of an employee will not reinstate past accumulated sick leave; however, in the case of a non-tenured employee released due to reduction in force and reemployed within the next school year, past accumulated sick leave will be reinstated.

5. The Board may, at its discretion, in the event an employee exhausts all accumulated sick leave, pay said employee the difference between the substitute's pay and the daily pay of the employee (the daily pay of the employee to be calculated at 1/200 of the net annual contractual salary for 10-month, certified employees, 1/217 for non-certified 10-month employees, and 1/260 of the net annual contractual salary for 12-month, non-certified employees).
6. The total accumulated sick leave which has accrued to each employee, whether through prior unused annual sick leave or unused personal days by prior contractual arrangement, shall be calculated as of June 30, 1977. Nothing in this agreement shall infringe upon said prior accumulated sick leave which has accrued through June 30, 1977. From and after July 1, 1977, any additional accumulated sick leave shall only accrue with respect to unused annual sick leave. For the purpose of any future legislation which mandates payment by the Board on retirement or otherwise for unused accumulated sick days, only the following shall be deemed to be in the category of accumulated unused sick leave:
  - a. All accumulated unused sick leave which had accrued through June 30, 1977, either through prior unused annual sick leave or unused personal days by prior contractual arrangement;
  - b. All accumulated unused sick leave which had accrued on or after July 1, 1977, through unused annual sick leave only.

It is the intention of this subparagraph to exclude from the category of "accumulated unused sick leave" for purposes of any such future legislation any unused personal days which accrue on or after July 1, 1977, and which in accordance with Section H are eligible, if unused in the year granted, for use in future years for illness.

Employees will be reimbursed for unused sick leave upon leaving district employment (except termination for cause) or retirement using the following schedule:

Teachers shall be based on the per diem BA minimum salary schedule as follows:

10 - 15 years in WT =  
1 day for every 4 accumulated days

16 - 20 years in WT =  
1 day for every 3 accumulated days

21 - 24 years in WT =  
1 day for every 2 accumulated days

25+ years in WT =  
1 day for every 1 accumulated days

Secretaries shall be based on the per diem Secretary III minimum salary schedule.

A teacher or secretary hired before May 21, 2010 who is retiring from the district shall be reimbursed for his/her unused sick leave to a maximum of \$20,000. Unless altered by law, a teacher or secretary hired on or after May 21, 2010 who is retiring from the district shall be reimbursed for his/her unused sick leave to a maximum of \$15,000.

In the event of an employee's death while employed by the district, sick leave reimbursement due the employee shall be paid to the employee's estate.

Employees shall be given a written accounting of accumulated unused personal days no later than June 30 of each year. Personal days cannot be carried over to the following year for personal day use.

**D. ADDITIONAL PAY**

- 1. a. Any teacher, not specified below, who is required to work beyond the normal in-school workday, as defined in Article VII, A.1 above, shall be compensated as follows:

Category 1: Saturday School, Bus Duty, Elementary Clubs (non-stipend), Childcare (Before and After School), Detention, Training for Part-time Employees, Summer Credit Completion, Before and After School Duty, Teach Ed Supervisor Substitute.

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Category 2: Telecommunications, Work Study Coordinator, District Printing Work Study Coordinator, IMC,, In-House Presenter, CST (All duties not covered in Article XXIID1.c excluding court appearances outside of the work day compensated per XXII.D.1.d.), Nurses (All duties other than ESY).

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Category 3: Homebound, Family Literacy, Family Math, Summer Co-op Program, Financial Literacy, SAT Evening Review, Good Morning Math, Before and After Basic Skills, ESY – All Certified Staff (including when applicable all preparatory work for Category 3 instructional activities).

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- b. Any speech teacher who is required to work (perform speech services) beyond the normal in-school workday, as defined in Article VII, A.1 above, shall be compensated as follows:

\$45.00 per hour

Any occupational therapist or physical therapist who is required to work (perform OT or PT services) beyond the normal in-school workday, as defined in Article VII, A.1 above, shall be compensated as follows:

\$45.00 per hour

c. Any 10-month CST member who is required to perform casework during the summer months, shall be compensated at their per diem hourly rate except as follows:

1. Assessments (which include functional and standard assessments and a case report) shall be paid \$195.00 per assessment.

All per diem hourly work must be completed in the district and the employee must sign in and out of the building and record the time.

If an evaluation plan conference is scheduled outside the normal day, the Child Study Team member will be compensated at their per-diem hourly rate.

Definitions: Functional assessment – Interview of teacher(s); interview of parent(s); a structured observation (a minimum of one); a review of educational history; a review of interventions and one or more informal measure(s).

Standardized assessment – This should be individually administered; valid and reliable; normed on a representative population; and scored as either standard score with standard deviation or norm referenced scores with a cutoff score.

d. Any employee, including those listed in the preceding paragraphs 1(c) and 1(d), who are required to attend IEP conferences and/or court appearances (excluding jury duty) beyond the scheduled workday, as defined in Article VII, A.1 above, shall be compensated at \$31 per hour.

2. Teachers at the respective level) may volunteer for a sixth/extra teaching period in lieu of a duty period. If there are no volunteers, the administration may assign a sixth/extra teaching period to a teacher in lieu of a duty period no more than once every three (3) years provided this does not result in more than three (3) class preparations for that teacher. There shall be no reduction in force because of this provision.

Any secondary teacher who teaches a sixth period shall be compensated at the rate of \$4,400.

The current 2022-2023 middle school schedule shall continue to be in force.

3. An optional staff development institute will be available to district employees for professional development. Summer professional development – retroactively effective to July 1, 2022 – will be paid at 2/3 of the daily rate of the BA Step 1 of the teacher guide, to sunset effective 11:59PM on June 30, 2025. Those who attend the institute will be compensated at a rate equal to the New Jersey certificated substitute rate.

4. Compensation for In-service Presentations

For each one (1) hour presentation, the teaching staff member will be reimbursed for two (2) hours at the professional rate of pay as shown in D.I. Category 2 above. One half-day

in-service will be defined as two (2) presentation hours. A full-day in-service will be defined as four (4) presentation hours.

5. Part-time teachers who must return for faculty or other meetings will be compensated in accordance with D. 1. a above.
6. Provisions will be made to provide common planning time for those in-class support and regular classroom teachers who work together.

## **E. EMPLOYEE WORK YEAR**

### **Secretary Work Year**

1. All hours in excess of forty (40) per week worked by an employee shall be paid at the rate of one and one-half (1-1/2) the prorated annualized hourly rate. The normal work day shall be seven and one-half (7-1/2) hours.
2. Official calendar year paid holidays, applicable to all employees covered by this Agreement, shall be in accordance with those holidays set forth in the school calendar.

### **3. Vacation Policy**

- a. All twelve-month employees shall be entitled to utilize vacation days with pay in the contract year following the one in which the vacation days were earned according to the schedule set forth in this Article. Legal holidays shall not be counted as vacation days if they fall on a working day during an employee's vacation as scheduled under this Article.
- b. Vacation schedules shall be arranged and coordinated with an employee's immediate supervisor, and be submitted to the Superintendent of Schools for approval at least three (3) weeks prior to the first day of vacation. Should a conflict in vacation scheduling arise, preference shall be given according to seniority. A maximum of ten (10) days of unused vacation may be carried into the following contract year upon written request and the approval of the Superintendent.

In the first year of employment, employees who work less than one (1) year, but more than six (6) months, shall earn five (5) days' vacation to be taken during the following contract year. If services are terminated by the employee during, or at the conclusion of, the first year, said employee shall not be entitled to any vacation.

c. Vacation eligibility is calculated at the end of each contract year.

<u>Vacation Schedule</u>	<u>Eligibility in Following Contract Year</u>
(1) First contract year (if less than a full year)	
Less than 6 months: (employed under contract after December 31)	0 days
Less than one year, but more than 6 months (employed under contract December 31 or earlier)	5 days
(2) Consecutive contract years for which service credit was granted:	
One year through four years	10 days
Five years through fourteen years	15 days
Fifteen years through 24 years	20 days
25 Years and more	25 days

Vacation days earned shall be calculated on a contract year basis and shall be prorated if an individual does not complete a full contract year. One full year of credit shall be given to twelve-month employees for each previous year of employment as a ten-month employee provided that the total length of service has been continuous.

Vacation time accrued to the date of termination of employment will be determined by years of service and prorated according to the length of time employed in the current school year and shall be taken prior to termination of service.

If an employee who has worked at least one full contract year terminates his/her service before the end of a contract year, vacation time accrued will be determined by the years of service and prorated on a full month basis to the date of termination.

Example:

15 full years of service - eligibility - 20 days  
 Termination days - May 11 of 15th year - (10-months)  
 $5/6 \times 20 = 16$  days' vacation to be taken prior to termination day.  
 Vacation days will be prorated on full-day basis only.

**F. EMPLOYEE ASSIGNMENTS**

1. Schedules of employees who are assigned to more than one school shall be arranged so that they provide reasonable time for interschool travel.
2. Employees who may be required to use their own automobiles in the performance of their duties and employees who are assigned to more than one building per day shall be

reimbursed each year of the agreement for all such travel at the IRS Car Mileage Costs rate as published by the IRS in January of that calendar year.

3. Employees will not have to maintain odometer readings for known established distances between buildings and these distances shall be determined through Joint Road Audits or from a review of existing established distances provided by the Superintendent.

#### **G. SUMMER ASSIGNMENTS**

Reading specialists, librarians, and guidance personnel shall be paid per diem for any work done during summer assignments. All other personnel will be paid the agreed upon hourly rate as set forth in Section D.

Reading specialists, librarians, and guidance personnel asked to work during the summer months shall be notified by June 1.

Child Study Team members shall be paid per diem during the summer assignments with the exception of case work as defined in Article XXII, Section D, 1c.

#### **H. TEMPORARY LEAVES OF ABSENCE**

1. All temporary leaves of absence with or without pay are granted by the Superintendent of Schools or his/her designee and, except in emergencies, must be requested and approved in advance.
2. Employees may be granted up to five (5) days' leave for a death in the immediate family. Immediate family shall consist of spouse, mother, father, parents-in-law, brother, sister, child, grandparents, grandchild, partner in longstanding or any person standing in loco parentis. Such leave shall not be deducted from sick leave.

A "partner in longstanding" is one who is in a committed relationship with the employee where both the employee and the partner: are at least 18 years old and competent to contract; are not related to the other partner by blood in any way which would prohibit marriage in the State of New Jersey; are the sole partner of the other person; have not been a member of a different partnership for the past six months (unless the prior partnership ended as a result of death or marriage of one of the partners); agree to share the common necessities of life and to be responsible for each other's welfare; and share a residence with the other partner. The employee must file an affidavit with the Personnel Director in the form and manner required by the Board, including reasonable documentation to substantiate items in the above criteria. The employee shall notify the District in the event of a change in status. The affidavit must have been filed prior to the death for which bereavement leave is sought.

Employees may be granted one (1) day leave for the death of a brother-in-law and sister-in-law. Such leave shall not be deducted from sick leave.

3. Absence of an employee due to an injury which is compensable under the New Jersey Workers' Compensation Act shall not be considered as part of sick leave.

4. An employee absent on jury duty shall not be required to deduct such absence from sick leave. Such employee shall be reimbursed the difference between their prevailing rate of pay and amounts received for jury service.
5. An employee required by the Board to attend a court of law on school related matters shall be reimbursed full pay. An absence for such reason shall not be considered a part of personal days.
6. Absence for personal business, as approved by the Administration, such as settlement of house, death of distant member of the family or friend, or accident, shall not exceed five (5) days during the school year for teachers and secretaries. Two (2) of the five (5) days are to be approved without the teacher/secretary providing specific reasons, however, no personal days without reason may be used immediately before or after a holiday. Absences in excess of five (5) days shall be with pay at the discretion of the Superintendent or his/her designee.

The term "personal business" connotes a serious personal situation that cannot be handled outside of school hours.

Personal days may be utilized for attendance at any type of judicial proceedings or in connection with religious holidays when the laws of the religion prohibit working on that specific day or when it is not possible to fulfill religious obligations connected with a holiday outside of school hours.

The days specified herein for personal leave shall not be cumulative if not used in the year granted, except in those conditions listed below. Personal leave may be used for illness in the year granted, provided that such employee has exhausted his/her annual sick leave and all accumulated sick leave. Unused personal leave may also be used in future years for illness, provided that such employee has exhausted all his/her annual sick leave and all accumulated sick leave. However, from and after July 1, 1977, any unused personal leave accruing after such date (which is herein made eligible for use in future years for illness where the employee has exhausted all annual and accumulated sick leave) shall not be deemed "accumulated unused sick leave," as defined in Section C, for purposes of any future legislation mandating payment by the Board on retirement or otherwise for accumulated unused sick leave. It is the intention of this subparagraph that from and after July 1, 1977, separate record shall be maintained for "unused personal days" which accrue after July 1, 1977, and are eligible for use in future years for illness in the event that an employee has exhausted all annual and accumulated sick leave, but that such a record of "unused personal days" shall in no event be deemed to be "accumulated unused sick leave" for the purpose of such legislation.

## **I. EXTENDED LEAVES OF ABSENCE**

1. A female employee may utilize credited sick leave days for disability due to pregnancy, childbirth and recovery. Use of such sick leave for disability may be for a period up to eight weeks before and/or after delivery. Such employee shall have the option of requesting and shall be granted leave for a similar period without pay. Any employee may utilize sick leave for disability and illness in accordance with Article XXII, paragraph C.

2. a. A teacher under tenure who wishes a childcare leave following the adoption of a pre-school age child(ren) or birth of such teacher's child may request and shall be granted such leave without pay for up to one (1) and one-half (1/2) years and shall return on the first day of any pay period within that period of time.
- b. A secretary under tenure who wishes a childcare leave following the adoption of a pre-school age child(ren) or birth of such secretary's child may request and shall be granted such leave without pay for up to one (1) and one-half (1/2) years and shall return on the first day of any pay period within that period of time.
3. A non-tenured employee who wishes a child care leave following the adoption of a pre-school age child(ren) or birth of such employee's child may apply for and shall be granted such leave without pay for the remainder of the school year in which the leave starts.

Such leave shall not extend beyond the end of the employee's contract for the school year in which leave is granted, nor shall the granting of such leave constitute a promise of reemployment for the following school year.

Determination of whether the non-tenured employee on such leave will be reemployed for the following year will be made on or prior to April 30 for teachers, May 30 for secretaries. The time for which such leave is granted shall not count toward fulfillment of the time requirements for acquiring tenure.

4. a. The Superintendent shall be notified of a pregnancy by the end of the sixth month. At least sixty (60) days before the due date the employee shall notify the Superintendent of the option or combination of options outlined above that the employee plans to exercise.
- b. An employee shall not be reassigned to work until after the presentation of medical certification of capability to perform necessary duties if such certification is requested by the Superintendent.
- c. If an employee decides not to return from a child care leave, the employee shall notify the Superintendent by giving written notice of resignation at least sixty (60) days before the leave expires.

## **J. SABBATICAL LEAVES OF ABSENCE**

1. A teacher may, on recommendation of the Superintendent, be granted sabbatical leave of absence for purpose of approved study, travel, or health for a period not exceeding one (1) year if the teacher has been continuously employed by the Board for a period of at least seven (7) years.
2. A teacher on sabbatical leave shall receive one half of the annual salary to which she/he would have been entitled had she/he remained in the school system during that period.

3. Requests for sabbatical leave of absence shall be made to the Superintendent before November 1 for each school year. Teachers so requesting sabbatical leave shall be notified of the Board's action on the request by January 1.
4. Prior to commencing the sabbatical leave, a teacher shall enter into a contract for return to active service in the district for a period of at least two (2) years after expiration of such leave. Such contract shall provide for the return of all money received while on sabbatical leave plus six percent (6%) interest in the event that teacher does not return to active service, provided, however, that such reimbursement shall not be required where the failure is due to pregnancy, total incapacity or other incapacity of a physical or mental nature. A determination concerning such return of funds received while on sabbatical leave shall be within the sole discretion of the Board.
5. A teacher returning from sabbatical leave shall be placed on the step on the salary schedule she/he would have attained had she/he remained in the district. Any additional benefits granted to regular teachers shall automatically apply to a teacher on sabbatical leave.
6. Seven (7) teaching years must have passed since a prior sabbatical leave in order for a teacher to become eligible for a second sabbatical leave.
7. Before any teacher becomes entitled to a second sabbatical leave, eligible teachers who have never received sabbatical leave will be given preference.
8. All programs of study in which teachers are enrolled shall be approved by the Superintendent and the Board in writing and shall be successfully undertaken within the sabbatical leave. However, these may be completed after the termination of the sabbatical.

## **K. PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

1. Tuition costs incurred by teachers shall be reimbursed by the Board of Education under the following terms and conditions:
  - a. Tuition costs eligible for reimbursement must be for courses in the field of education or in the current subject being taught by a teacher. In addition, courses not in the field of education or not in the subject area being taught by a teacher, but closely related, may be approved for reimbursement at the sole discretion of the Superintendent or his/her designee. Courses taken for which reimbursement is requested must be approved by the Superintendent or his/her designee in advance of enrollment. Reimbursement will not be made until satisfactory evidence of having received a passing grade is presented.
  - b. Reimbursement for actual tuition costs incurred by a teacher shall be limited to a maximum reimbursement of the average tuition costs for twelve (12) graduate/Doctorate level credit hours at the following four (4) state universities: Rutgers, Rowan, College of New Jersey and Montclair computed annually. Masters' degree maximum will be limited to the average Masters' level cost and doctorate degree maximum will be limited to the average Doctoral level cost as calculated above.

- c. The date on which a course is completed will determine the contract year in which the credits will be applicable for reimbursement.
- d. Tuition reimbursement will be capped and shall not exceed in the aggregate \$225,000. Payment shall be made by October 1 for tuition reimbursement for the prior school year to all eligible staff re-employed by June 30, if proof of a passing grade is submitted by July 15<sup>th</sup>.

If the claims exceed \$225,000, then payment will be made as follows: Tuition reimbursement shall be paid in equal payments by credit. However, payment per credit shall not exceed the actual cost for tuition paid by the employee. Any tuition reimbursement payment left over due to an employee incurring a cost of tuition less than the reimbursement shall be distributed equally by credit to the employees whose actual cost per credit exceeds the tuition reimbursement made. (For example: If 225 credits earned, each credit is worth \$1,000. If an employee earns 4 credits, that employee shall be reimbursed \$4,000. However, if the employee only paid \$3,000, then the employee shall be reimbursed \$3,000 and the other \$1,000 shall be distributed equally among the remaining 221 credits.

At completion of reimbursement, a report shall be given to the Association showing how the money was allocated.

In the event that such teacher shall leave the employ of the Board prior to the expiration of the school year in which such reimbursement entitlement has been paid, such teacher shall be obligated to refund to the Board the entire reimbursement entitlement paid to him/her during such school year, and for such purpose, the Board shall be empowered to deduct said sum from such teacher's salary payments.

- e. Non-tenured teachers shall be eligible for reimbursement at the level set forth in Subsection b above for courses taken prior to July 1, 2019, for tuition costs incurred for graduate credits earned during a period after the award of a first-year contract, but prior to the commencement of work under a tenure contract; provided, however, such reimbursement shall not be payable to such teacher unless and until said teacher has commenced work under a tenure contract. For courses taken after June 30, 2019, non-tenured teachers shall be eligible for reimbursement at the following levels:
  - Effective for courses taken during the 2019-2020 contract year: 9 credits
  - Effective for courses taken during the 2020-2021 contract year: 6 credits
  - Effective for courses taken during the 2021-2022 contract year: 3 credits

Thereafter, no non-tenured teacher shall be entitled to tuition reimbursement.

- f. No teacher shall be eligible for tuition reimbursement in connection with tuition costs incurred which is paid by the Veteran's Administration or any other outside agency.

- g. A WTEA/Administration professional development committee will convene as necessary, but not less than twice per year to review professional development activities for district credit towards lane changes.
- 2. Tuition costs incurred by a secretary shall be reimbursed by the Board of Education under the following terms and conditions:

Tuition costs eligible for reimbursement must be for courses in the field of employment. In addition, courses not in the field of employment, or closely related, may be approved for reimbursement at the sole discretion of the Superintendent or his/her designee. Courses taken for which reimbursement is requested must be approved by the Superintendent or his/her designee in advance of enrollment. Reimbursement will not be made until satisfactory evidence of having received a passing grade is presented.

Reimbursement for actual tuition costs incurred by a secretary shall be limited to the total tuition costs of twelve (12) credit hours per year, reimbursed at the New Jersey State College aggregated rate.
- 3. Upon finalization of the N.J. Professional Standards Board's plan for implementation of the Continuing Education Program, meetings shall be held between representatives of the Board of Education and the W.T.E.A. to determine the application of these standards to the district. Discussions shall include, but not be limited to; the use of existing Professional Days and time spent on various planning committees, employee release time for such committee work, and any other considerations deemed appropriate by the W.T.E.A. and the Washington Township Board of Education.

**L. PROTECTION OF EMPLOYEE**

**1. ASSAULT UPON AN EMPLOYEE**

The Board shall reimburse an employee for damage or destruction to his/her clothing, or other personal property which is on school property with the knowledge and prior written approval of the Building Principal, sustained as a result of an unprovoked assault while the employee is acting within the course of his/her employment. The employee shall forthwith file a written report with the Building Principal or immediate supervisor detailing the assault and the property loss involved. Reimbursement shall be based on depreciated value of the property damaged or destroyed and it shall not exceed the amount of \$100 or the employee's insurance deductible, if any, whichever is the lesser.

Damage or destruction to motor vehicles is not reimbursable.

- M.** The parties mutually agree that should negotiations for a successor contract to the 2022-2025 collective negotiations agreement not be completed prior to June 30, 2025, unit members shall not be advanced on the salary guide either vertically or horizontally, and shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, 2025 until such time as a successor agreement is reached.

Movement on the guide shall be interpreted to include a vertical guide step increase and/or a column differential based on educational credit or degree attainment (and/or an increase in longevity based

on years of service). Unit members shall have their salary frozen at the June 30, 2025 rate until negotiations for a new contract are completed, the agreed-upon salary increase have been distributed through mutually acceptable guides, and both parties have ratified the agreement.

**ARTICLE XXIII - DURATION OF AGREEMENT**

This Agreement shall be effective July 1, 2022, and shall continue in effect until June 30, 2025. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereby have caused the Agreement to be signed by their proper officers and their corporate seals to be affixed hereto this \_\_\_\_ day of \_\_\_\_\_, 2024.

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

\_\_\_\_\_  
Janine M. Wechter, School Business Administrator,  
Board Secretary

\_\_\_\_\_  
Ralph Ross, Sr., President

**WASHINGTON TOWNSHIP EDUCATION ASSOCIATION**

\_\_\_\_\_  
Gerard Taraschi, President

\_\_\_\_\_  
Robert Scardino, Executive Vice President

**SCHEDULE A  
TEACHER SALARY GUIDES**

<b>WASHINGTON TOWNSHIP 2022/2023 SALARY GUIDE - TEACHERS</b>							
<b>STEP</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>	<b>PHD</b>
A	58,331	59,286	60,241	61,451	62,511	63,571	64,631
B	58,381	59,336	60,291	61,501	62,561	63,621	64,681
C	58,431	59,386	60,341	61,551	62,611	63,671	64,731
D	58,481	59,436	60,391	61,601	62,661	63,721	64,781
E	58,531	59,486	60,441	61,651	62,711	63,771	64,831
F	59,031	59,986	60,941	62,151	63,211	64,271	65,331
G	59,781	60,736	61,694	62,901	63,961	65,021	66,081
H	60,531	61,486	62,441	63,651	64,711	65,771	66,831
I	61,531	62,486	63,441	64,651	65,711	66,771	67,831
J	63,531	64,486	65,441	66,651	67,711	68,771	69,831
K	66,531	67,486	68,441	69,651	70,711	71,771	72,831
L	69,532	70,487	71,442	72,652	73,712	74,772	75,832
M	73,307	74,262	75,217	76,427	77,487	78,547	79,607
N	77,307	78,262	79,217	80,427	81,487	82,547	83,607
O	81,628	82,583	83,538	84,748	85,808	86,868	87,928
P	86,012	86,967	87,922	89,132	90,192	91,252	92,312

<b>WASHINGTON TOWNSHIP 2023/2024 SALARY GUIDE - TEACHERS</b>							
<b>STEP</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>	<b>PHD</b>
A	59,610	60,565	61,520	62,880	63,940	65,000	66,060
B	59,660	60,615	61,570	62,930	63,990	65,050	66,110
C	59,710	60,665	61,620	62,980	64,040	65,100	66,160
D	59,760	60,715	61,670	63,030	64,090	65,150	66,210
E	59,810	60,765	61,720	63,080	64,140	65,200	66,260
F	60,310	61,265	62,220	63,580	64,640	65,700	66,760
G	61,060	62,015	62,970	64,330	65,390	66,450	67,510
H	61,810	62,765	63,720	65,080	66,140	67,200	68,260
I	62,810	63,765	64,720	66,080	67,140	68,200	69,260
J	64,810	65,765	66,720	68,080	69,140	70,200	71,260
K	67,810	68,765	69,720	71,080	72,140	73,200	74,260
L	70,811	71,766	72,721	74,081	75,141	76,201	77,261
M	74,586	75,541	76,496	77,856	78,916	79,976	81,036
N	78,586	79,541	80,496	81,856	82,916	83,976	85,036
O	82,907	83,862	84,817	86,177	87,237	88,297	89,357
P	87,291	88,246	89,201	90,561	91,621	92,681	93,741

<b>WASHINGTON TOWNSHIP 2024/2025 SALARY GUIDE - TEACHERS</b>							
<b>STEP</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA +30</b>	<b>PHD</b>
A	60,951	61,906	62,861	64,371	65,431	66,491	67,551
B	61,001	61,956	62,911	64,421	65,481	66,541	67,601
C	61,051	62,006	62,961	64,471	65,531	66,591	67,651
D	61,101	62,056	63,011	64,521	65,581	66,641	67,701
E	61,151	62,106	63,061	64,571	65,631	66,691	67,751
F	61,651	62,606	63,561	65,071	66,131	67,191	68,251
G	62,401	63,356	64,311	65,821	66,881	67,941	69,001
H	63,151	64,106	65,061	66,571	67,631	68,691	69,751
I	64,151	65,106	66,061	67,571	68,631	69,691	70,751
J	66,151	67,106	68,061	69,571	70,631	71,691	72,751
K	69,151	70,106	71,061	72,571	73,631	74,691	75,751
L	72,152	73,107	74,062	75,572	76,632	77,692	78,752
M	75,927	76,882	77,837	79,347	80,407	81,467	82,527
N	79,927	80,882	81,837	83,347	84,407	85,467	86,527
O	84,248	85,203	86,158	87,668	88,728	89,788	90,848
P	88,632	89,587	90,542	92,052	93,112	94,172	95,232

**SCHEDULE B  
TEACHER LONGEVITY**

<b>YEAR</b>	<b><u>LONGEVITY</u></b>		
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
23	\$574	\$592	\$611
24	\$1,264	\$1,304	\$1,345
25	\$2,068	\$2,133	\$2,200
26	\$2,757	\$2,844	\$2,933
27+	\$4,021	\$4,148	\$4,278

**SECRETARY LONGEVITY**

**LONGEVITY**

<b>YEAR</b>	
15-19 years of employment:	3% of base salary
20-24 years of employment :	4% of base salary
25+ years:	5% of base salary

**SCHEDULE C  
SECRETARIAL SALARY GUIDES**

<b>WASHINGTON TOWNSHIP 2022/2023 SALARY GUIDE - SECRETARIAL</b>				
<b>10 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		41,547		43,671
2		42,547		44,671
3		43,547		45,671
4		44,547		46,671
5		45,547		47,671
6		46,547		48,671
7		47,497		49,671
8		48,728		50,852
9		51,142		53,266

<b>WASHINGTON TOWNSHIP 2023/2024 SALARY GUIDE - SECRETARIAL</b>				
<b>10 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		42,747		44,871
2		43,747		45,871
3		44,747		46,871
4		45,747		47,871
5		46,747		48,871
6		47,747		49,871
7		48,747		50,871
8		49,878		52,002
9		52,285		54,409

<b>WASHINGTON TOWNSHIP 2024/2025 SALARY GUIDE - SECRETARIAL</b>				
<b>10 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		44,388		46,512
2		45,388		47,512
3		46,388		48,512
4		47,388		49,512
5		48,388		50,512
6		49,388		51,512
7		50,388		52,212
8		51,388		53,512
9		53,388		55,512

<b>WASHINGTON TOWNSHIP 2022/2023 SALARY GUIDE - SECRETARIAL</b>				
<b>12 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		49,835		52,384
2		50,835		53,384
3		51,835		54,384
4		52,783		55,284
5		53,655		56,204
6		54,585		57,134
7		55,535		58,084
8		57,792		60,341
9		60,627		63,176

<b>WASHINGTON TOWNSHIP 2023/2024 SALARY GUIDE - SECRETARIAL</b>				
<b>12 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		51,035		53,584
2		52,035		54,584
3		53,035		55,584
4		54,035		56,584
5		55,035		57,584
6		55,985		58,534
7		56,935		59,484
8		58,992		61,541
9		61,770		64,319

<b>WASHINGTON TOWNSHIP 2024/2025 SALARY GUIDE - SECRETARIAL</b>				
<b>12 MONTH EMPLOYEES</b>				
<b>STEP</b>		<b>SECRETARY III</b>		<b>SECRETARY II</b>
1		52,675		55,224
2		53,675		56,224
3		54,675		57,224
4		55,675		58,224
5		56,675		59,224
6		57,675		60,224
7		58,675		61,224
8		60,675		63,224
9		63,175		65,724

**SCHEDULE D  
CO-CURRICULAR GUIDES**

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b><u>HIGH SCHOOL</u></b>				
<b>FALL SPORTS</b>				
Football Coach	200	\$ 10,092.53	\$ 10,092.53	\$ 10,092.53
Assistant Football Coach	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
Boys' Soccer Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Boys' Soccer Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Soccer Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Soccer Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Boys' Cross Country Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Girls' Cross Country Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Girls' Hockey Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Hockey Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Gymnastics Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Gymnastics Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Tennis Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Tennis Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Fall Cheerleading Coach	144	\$ 7,266.62	\$ 7,266.62	\$ 7,266.62
Assistant Fall Cheerleading Coach	101	\$ 5,096.73	\$ 5,096.73	\$ 5,096.73
	101	\$ 5,096.73	\$ 5,096.73	\$ 5,096.73
Girls' Volleyball Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Volleyball Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>WINTER SPORTS</b>				
Boys' Basketball Coach	200	\$ 10,092.53	\$ 10,092.53	\$ 10,092.53
Assistant Boys' Basketball Coach	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
Girls' Basketball Coach	200	\$ 10,092.53	\$ 10,092.53	\$ 10,092.53
Assistant Girls' Basketball Coach	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
Wrestling Coach	200	\$ 10,092.53	\$ 10,092.53	\$ 10,092.53
Assistant Wrestling Coach	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
	141	\$ 7,115.23	\$ 7,115.23	\$ 7,115.23
Boys' Swimming Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Girls' Swimming Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Boys'/Girls' Swimming/Diving Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Boys' Indoor Track Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Boys' Indoor Track Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Indoor Track Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Indoor Track Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Winter Cheerleading Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Winter Cheerleading Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Bowling Coach	144	\$ 7,266.62	\$ 7,266.62	\$ 7,266.62
Assistant Bowling Coach	101	\$ 5,096.73	\$ 5,096.73	\$ 5,096.73
<b>SPRING SPORTS</b>				
Baseball Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Baseball Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Softball Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Softball Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Boys' Track Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Boys' Track Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Track Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Track Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Boys' Tennis Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Boys' Tennis Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Girls' Lacrosse Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Girls' Lacrosse Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Boys' Lacrosse Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Assistant Boys' Lacrosse Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Boys' Golf Coach	144	\$ 7,266.62	\$ 7,266.62	\$ 7,266.62
Girls' Golf Coach	144	\$ 7,266.62	\$ 7,266.62	\$ 7,266.62
Assistant Golf Coach	101	\$ 5,096.73	\$ 5,096.73	\$ 5,096.73
Boys' Volleyball Coach	154	\$ 7,771.25	\$ 7,771.25	\$ 7,771.25
Asst. Boys' Volleyball Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Asst. Boys' Volleyball Coach	111	\$ 5,601.36	\$ 5,601.36	\$ 5,601.36
Weight Room	56	\$ 2,825.89	\$ 2,825.89	\$ 2,825.89
	56	\$ 2,825.89	\$ 2,825.89	\$ 2,825.89
	56	\$ 2,825.89	\$ 2,825.89	\$ 2,825.89
Summer Weight Room	56	\$ 2,825.89	\$ 2,825.89	\$ 2,825.89
	56	\$ 2,825.89	\$ 2,825.89	\$ 2,825.89

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>MUSICAL ACTIVITIES</b>				
Summer Marching Band Director	74	\$ 3,734.23	\$ 3,734.23	\$ 3,734.23
Summer Marching Band Assistant Director	27	\$ 1,362.50	\$ 1,362.50	\$ 1,362.50
Marching Band Director	200	\$ 10,092.53	\$ 10,092.53	\$ 10,092.53
Asst. Marching Band Director	146	\$ 7,367.55	\$ 7,367.55	\$ 7,367.55
Marching Band Instructors	118	\$ 5,954.58	\$ 5,954.58	\$ 5,954.58
	118	\$ 5,954.58	\$ 5,954.58	\$ 5,954.58
	59	\$ 2,977.29	\$ 2,977.29	\$ 2,977.29
Indoor Color Guard Director	62	\$ 3,128.68	\$ 3,128.68	\$ 3,128.68
Indoor Color/Percussion Guard Assistant Director	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Pep Band Advisor	40	\$ 2,018.50	\$ 2,018.50	\$ 2,018.50
Jazz Band Director	91	\$ 4,592.10	\$ 4,592.10	\$ 4,592.10
Wind Ensemble Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Symphonic Band Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
String Ensemble Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Orchestra Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Concert Choir Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Chorus Directors	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Chorus Directors	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Musical Vocal Director	44	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35
Musical Director	44	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35
Musical Choreographer	44	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35	To be paid from the proceeds of the musical \$2,220.35
<b><u>STUDENT ACTIVITIES</u></b>				
<b>HIGH SCHOOL</b>				
Grade 9 Advisor	80	\$ 4,037.20	\$ 4,037.20	\$ 4,037.20
Grade 10 Advisor	80	\$ 4,037.20	\$ 4,037.20	\$ 4,037.20
Grade 11 Advisor/Jr. Prom Coordinator	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Grade 12 Advisor/Sr. Prom Coordinator	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Grade 12 Class/Graduation Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Senior Trip/Graduation Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Honors/Scholarship Awards Coordinator	120	\$ 6,055.39	\$ 6,055.39	\$ 6,055.39
National Honor Society Advisor	120	\$ 6,055.39	\$ 6,055.39	\$ 6,055.39
Student Council Co-Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Student Council Co-Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Newspaper Advisor	89	\$ 4,491.18	\$ 4,491.18	\$ 4,491.18
Head Drama	173	\$ 8,730.03	\$ 8,730.03	\$ 8,730.03
Assistant Drama	128	\$ 6,459.22	\$ 6,459.22	\$ 6,459.22
Drama Publicity & Business Advisor	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Yearbook Advisor	143	\$ 7,216.17	\$ 7,216.17	\$ 7,216.17
Assistant Yearbook Advisor	58	\$ 2,926.84	\$ 2,926.84	\$ 2,926.84
Work Study Coordinator	40	\$ 2,018.49	\$ 2,018.49	\$ 2,018.49
Mock Trial Advisor	70	\$ 3,532.40	\$ 3,532.40	\$ 3,532.40
Interact Co-Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Interact Co-Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81
Students in Action Advisor	40	\$ 2,018.49	\$ 2,018.49	\$ 2,018.49
Spanish Club Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
French Club Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
German Club Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Asian-American Club Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
African American Culture Club	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Math League Advisor	40	\$ 2,018.49	\$ 2,018.49	\$ 2,018.49
Science League Advisor	40	\$ 2,018.49	\$ 2,018.49	\$ 2,018.49
National Music Honor Society Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
National Art Honor Society	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Business Education Honor Society Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Dance Director	60	\$ 3,027.75	\$ 3,027.75	\$ 3,027.75
Dance Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Theater Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
ROTC Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Model UN	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Diversity Awareness S.U.R.E. Advisor	70	\$ 3,532.40	\$ 3,532.40	\$ 3,532.40
Project Unify	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Future Business Leaders of America Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Gay-Straight Alliance Club	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
SAVE (Students Against Violation of Earth) Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
PAWS	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Family, Career, and Community Leaders of America (FCCLA) Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Mu Alpha Theta Advisor (Math Honor Society)	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
English National Honor Society Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Science National Honor Society Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
DECA Advisor	99	\$ 4,995.81	\$ 4,995.81	\$ 4,995.81

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Junior Achievement Advisor	40	\$ 2,018.49	\$ 2,018.49	\$ 2,018.49
Anti-Defamation League Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Freshman Transition Advisors	49	\$ 2,472.67	\$ 2,472.67	\$ 2,472.67
	49	\$ 2,472.67	\$ 2,472.67	\$ 2,472.67
	49	\$ 2,472.67	\$ 2,472.67	\$ 2,472.67
	49	\$ 2,472.67	\$ 2,472.67	\$ 2,472.67
People's Choice Coordinator	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Renaissance Advisor	130	\$ 6,560.14	\$ 6,560.14	\$ 6,560.14
Engineering By Design Club Advisor	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Peer Outreach Program	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Woman's Forum	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
<b>Intramurals</b>				
Winter Game Club	28	\$ 1,412.95	\$ 1,412.95	\$ 1,412.95
Bowling	28	\$ 1,412.95	\$ 1,412.95	\$ 1,412.95
Creative Arts	28	\$ 1,412.95	\$ 1,412.95	\$ 1,412.95
<b>Total # Intramurals</b>	84	\$ 4,238.85	\$ 4,238.85	\$ 4,238.85
<b>High School Total</b>	<b>15,502</b>	<b>\$ 775,610.75</b>	<b>\$ 775,610.75</b>	<b>\$ 775,610.75</b>

POSITION	PTS	2022-2023	2023-2024	2024-2025
<b>MIDDLE SCHOOLS</b>				
<b><u>Class Advisors</u></b>				
<b>Bunker Hill</b>				
Grade 6	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 7	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 8	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
<b>Chestnut Ridge</b>				
Grade 6	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 7	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 8	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
<b>Orchard Valley</b>				
Grade 6	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 7	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
Grade 8	49	\$ 2,472.68	\$ 2,472.68	\$ 2,472.68
<b><u>STUDENT LEARNING COMMUNITY LEADERS</u></b>				
<b>Bunker Hill</b>				
Grade 6	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 7	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 8	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
<b>Chestnut Ridge</b>				
Grade 6	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 7	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 8	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Orchard Valley</b>				
Grade 6	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 7	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
Grade 8	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
	75	\$ 3,784.72	\$ 3,784.72	\$ 3,784.72
<b><u>Student Council</u></b>				
Bunker Hill	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Chestnut Ridge	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Orchard Valley	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
<b><u>Newspaper</u></b>				
Bunker Hill	57	\$ 2,876.39	\$ 2,876.39	\$ 2,876.39
Chestnut Ridge	57	\$ 2,876.39	\$ 2,876.39	\$ 2,876.39
Orchard Valley	57	\$ 2,876.39	\$ 2,876.39	\$ 2,876.39
<b><u>Yearbook Club</u></b>				
Bunker Hill	102	\$ 5,147.19	\$ 5,147.19	\$ 5,147.19
Chestnut Ridge	102	\$ 5,147.19	\$ 5,147.19	\$ 5,147.19
Orchard Valley	102	\$ 5,147.19	\$ 5,147.19	\$ 5,147.19
<b><u>Drama</u></b>				
Bunker Hill	173	\$ 8,730.03	\$ 8,730.03	\$ 8,730.03
Chestnut Ridge	173	\$ 8,730.03	\$ 8,730.03	\$ 8,730.03
Orchard Valley	173	\$ 8,730.03	\$ 8,730.03	\$ 8,730.03
<b><u>AV Coordinator</u></b>				
Bunker Hill	40	\$ 2,018.50	\$ 2,018.50	\$ 2,018.50
Chestnut Ridge	40	\$ 2,018.50	\$ 2,018.50	\$ 2,018.50
Orchard Valley	40	\$ 2,018.50	\$ 2,018.50	\$ 2,018.50
<b><u>Humanities Advisor</u></b>				
Bunker Hill	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Chestnut Ridge	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Orchard Valley	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b><u>MUSICAL ACTIVITIES</u></b>				
<b>Concert Band</b>				
Bunker Hill	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Chestnut Ridge	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Orchard Valley	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
<b>Choral Director</b>				
Bunker Hill	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Chestnut Ridge	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Orchard Valley	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
<b>Orchestra</b>				
Bunker Hill	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Chestnut Ridge	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
Orchard Valley	84	\$ 4,238.87	\$ 4,238.87	\$ 4,238.87
<b>Musical</b>				
Bunker Hill	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Chestnut Ridge	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Orchard Valley	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
<b><u>Furturact Advisors</u></b>				
Bunker Hill	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Chestnut Ridge	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Orchard Valley	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64

POSITION	PTS	2022-2023	2023-2024	2024-2025
<b><u>Intramurals-Clubs</u></b>	Each middle school is assigned 5 stipends valued at 56 pts. each to be shared by all clubs at that school. The money is split according to desire of the building.			
<b>Bunker Hill</b>				
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Prep Club Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Social Club Advisor	28	\$ 1,412.95	\$ 1,412.95	\$ 1,412.95
<b>BH Total # of Clubs</b>	<b>280</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>
<b>Chestnut Ridge</b>				
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Prep Club Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
<b>CRMS Total # of Clubs</b>	<b>280</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>
<b>Orchard Valley</b>				
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Prep Club Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
<b>OV Total # of Clubs</b>	<b>280</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>	<b>\$ 14,129.40</b>

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b><u>MIDDLE SCHOOL SPORTS</u></b>				
Girls Field Hockey Coach	111	\$ 5,601.37	\$ 5,601.37	\$ 5,601.37
Girls Field Hockey Assistant Coach	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
Boys Wrestling Coach	111	\$ 5,601.37	\$ 5,601.37	\$ 5,601.37
Boys Wrestling Assistant Coach	90	\$ 4,541.64	\$ 4,541.64	\$ 4,541.64
<b>Bunker Hill</b>				
Boys Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Girls Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
<b>Chestnut Ridge</b>				
Boys Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Girls Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
<b>Orchard Valley</b>				
Boys Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Girls Basketball Advisor	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
<b>MIDDLE SCHOOL TOTAL</b>	<b>6,223</b>	<b>\$ 314,029.11</b>	<b>\$ 314,029.11</b>	<b>\$ 314,029.11</b>

POSITION	PTS	2022-2023	2023-2024	2024-2025
<b><u>ELEMENTARY</u></b>				
<b>Safety Patrol Advisor</b>				
Bells	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Birches	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Hurffville	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Thomas Jefferson	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Wedgwood	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
Whitman	48	\$ 2,422.22	\$ 2,422.22	\$ 2,422.22
<b>Teacher-in-Charge</b>				
Bells	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
Birches	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
Hurffville	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
ECC	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
Thomas Jefferson	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
Wedgwood	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
Whitman	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
<b>Drama Club</b>				
Bells	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Birches	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Hurffville	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Thomas Jefferson	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Wedgwood	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Whitman	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
<b>Strategic Games Club Advisor - Grades 2/3</b>				
Bells	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Birches	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Hurffville	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Thomas Jefferson	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Wedgwood	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Whitman	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96

POSITION	PTS	2022-2023	2023-2024	2024-2025
<b>Strategic Games Club Advisor - Grades 4/5</b>				
Bells	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Birches	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Hurffville	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Thomas Jefferson	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Wedgwood	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Whitman	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
<b>Stem Club Advisor - Grades 2/3</b>	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Bells	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Birches	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Hurffville	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Thomas Jefferson	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Wedgwood	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Whitman	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
<b>Stem Club Advisor - Grades 4/5</b>	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Bells	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Birches	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Hurffville	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Thomas Jefferson	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Wedgwood	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
Whitman	28	\$ 1,412.96	\$ 1,412.96	\$ 1,412.96
<b>Elementary School Intramural Advisor</b>				
Bells	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Birches	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Hurffville	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Thomas Jefferson	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Wedgwood	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88
Whitman	56	\$ 2,825.88	\$ 2,825.88	\$ 2,825.88

<b>POSITION</b>	<b>PTS</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
<b>Future Acts Advisor</b>				
Bells	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Birches	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Hurffville	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Thomas Jefferson	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Wedgwood	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
Whitman	23	\$ 1,160.63	\$ 1,160.63	\$ 1,160.63
<b>Kindergarten Literacy Coordinator</b>	40	\$ 2,018.50	\$ 2,018.50	\$ 2,018.50
<b>ELEMENTARY TOTAL</b>	<b>2167</b>	<b>\$ 109,089.10</b>	<b>\$ 109,089.10</b>	<b>\$ 109,089.10</b>
<b><u>DISTRICT TEAM LEADERS</u></b>				
<b>Special Services Team Leader</b>				
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
<b>Special Services Team Leader</b>				
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
<b>Speech Team Leader</b>	75	\$ 3,747.06	\$ 3,747.06	\$ 3,747.06
<b>DISTRICT TEAM LEADER TOTAL</b>	<b>675</b>	<b>\$ 33,723.54</b>	<b>\$ 33,723.54</b>	<b>\$ 33,723.54</b>
<b>TOTALS</b>				
<b>High School Total</b>	<b>15,502</b>	<b>\$ 775,610.75</b>	<b>\$ 775,610.75</b>	<b>\$ 775,610.75</b>
<b>Middle School Total</b>	<b>6,223</b>	<b>\$ 314,029.11</b>	<b>\$ 314,029.11</b>	<b>\$ 314,029.11</b>
<b>Elementary Total</b>	<b>2167</b>	<b>\$ 109,089.10</b>	<b>\$ 109,089.10</b>	<b>\$ 109,089.10</b>
<b>District Team Leader Total</b>	<b>675</b>	<b>\$ 33,723.54</b>	<b>\$ 33,723.54</b>	<b>\$ 33,723.54</b>
<b>CO-CURRICULAR GUIDE TOTAL</b>	<b>24,567</b>	<b>\$ 1,232,452.50</b>	<b>\$ 1,232,452.50</b>	<b>\$ 1,232,452.50</b>

