Agreement

between

THE PEMBERTON TOWNSHIP BOARD OF EDUCATION

and

THE PEMBERTON TOWNSHIP EDUCATION ASSOCIATION

covering the period

July 1, 2021

to

June 30, 2026

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PREAMBLE

This Agreement entered into this 1st day of July 2021 between the Board of Education of Pemberton Township, Burlington County, New Jersey, hereinafter called the "Board", and the Pemberton Township Education Association, hereinafter called the "Association", for the following purposes:

1) establishing conditions under which employees, as hereinafter defined, shall be employed to work for the Board;

2) procedures for the presentation and resolution of grievances;

3) regulating the mutual relations between the Board and said employees with a view to promoting and insuring harmonious relations and cooperation.

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Pemberton Township School District is their mutual aim; and

WHEREAS, the Board has an obligation pursuant to Chapter 303, P.L. 1968, as amended by Chapter 123, P.L. 1974, to negotiate with the Pemberton Township Education Association as the representative of the employees of the Pemberton Township Board of Education; and

WHEREAS, the parties have reached certain understandings, they desire to confirm this: Agreement as follows:

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole collective bargaining representative within the purview of Chapter 123, of P.L. 1974, for negotiations concerning the terms and conditions of employment for employees, whether under contract, on leave, employed or to be employed by the Board, during the term of this contract to wit; all employees of the Board excluding Administrators, Supervisors, substitute employees, secretaries to the Superintendent, Director of Human Resources, Business Administrator, bookkeeper in the Superintendent's office, bus drivers and mechanics, 4-hour aides, and crossing guards.

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

ARTICLE II
NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, P.L. 1968, as amended by Chapter 123, P.L. 1974, in a good faith effort by both sides to reach continuing agreement not only on salaries but all other conditions of employment. Negotiations shall begin no later than November 15. By the same date, the Association agrees to present to the Board its proposals for its successor agreement. Any agreement so negotiated shall apply to all members of the bargaining unit and shall be reduced to writing and signed by all the parties.

B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter proposals. Upon request of the Association, the Board will make available for inspection documents which are a matter of public record.

C. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of the negotiations.

D. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable to the effective date of this Agreement to employees covered by this Agreement shall continue to be so applicable during the term of the Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied as to eliminate, reduce, or otherwise detract from any employees' benefits existing prior to its effective date.

E. This Agreement incorporates the entire understanding of the parties in all matters, which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

F. The Board agrees not to negotiate concerning said employees in the bargaining unit, as defined in Article I of this Agreement, with any other organization than the Association for the duration of this Agreement.

G. This Agreement shall not be modified in whole or in part by the parties except by mutual agreement by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions and Purpose

1. The term "grievance" means a claim by any employee covered by this Agreement that, to him/her, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement or administrative decision affecting said employee.

2. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise, affecting the welfare or terms and conditions of employment of said employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Representation

1. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative to appear with him/her at any step in his/her appeal. A minority organization shall not have the right to present or process a grievance.

2. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

3. Any employee shall be entitled to the assistance of an Association representative at all steps of the grievance procedure. An employee shall not lose pay for time spent during regular working hours participating in the steps of the grievance procedure. In the event that it is necessary to require the attendance of other employees during any step of the grievance procedure, such employees shall not lose pay for such time.

4. 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 and witnesses heretofore referred to in this article.

C. Procedures and Timelines

1. Level 1

   a. An aggrieved employee shall institute action under the provisions hereof within thirty (30) workdays of the occurrence complained of or within thirty

(30) workdays after s/he would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) workday period shall be deemed to constitute an abandonment of the grievance.

b. An employee shall first discuss his/her grievance orally with his/her immediate superior (supervisor or principal). Where the immediate superior is below the rank of principal, the principal shall be notified and shall have the right to be present at and to participate in the grievance meeting. A grievance concerning a personnel decision shall begin with the Direct of Human Resources. A grievance concerning compensation shall begin with the Business Administrator but shall, if not resolved, then be submitted to the Director of Human Resources. An oral decision shall be rendered within five (5) workdays of said meeting.

2. Level 2

   a. If the oral decision does not resolve the grievance to the employee's satisfaction, the employee may submit the grievance in writing to the immediate superior. The written grievance will include the following information:

      i. summary of the grievance

      ii. policy, agreement, or administrative decision allegedly misinterpreted or violated

      iii. the result of the informal discussion (if any)

   b. The immediate supervisor will render a decision within five (5) workdays from the receipt of the written grievance.

3. Level 3

   a. If the written response does not resolve the grievance to the employee's satisfaction, the employee may submit the written grievance to the Director of Human Resources within five (5) workdays from receipt of the written response.

   b. A copy of the written grievance shall be furnished to the school principal and to the immediate superior of the aggrieved employee.

   c. Within ten (10) workdays from the receipt of the written grievance (unless a different period is mutually agreed upon), the Director of Human Resources shall hold a meeting at which all parties in interest shall have the right to be heard.

   d. Within ten (10) workdays of said meeting (unless a different period is mutually agreed upon), the Director of Human Resources shall, in writing, advise the employee and the Association of his/her determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

4. Level 4

    a. If the written response from the Director of Human Resources does not resolve the grievance to the employee's satisfaction, the employee may submit the written grievance to the Superintendent within five (5) workdays from receipt of the written response.

    b. A copy of the written grievance shall be furnished to the school principal and to the immediate superior of the aggrieved employee.

    c. Within ten (10) workdays from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a meeting at which all parties in interest shall have the right to be heard.

    d. Within ten (10) workdays of said meeting (unless a different period is mutually agreed upon), the Superintendent shall, in writing, advise the employee and the Association of his/her determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

5. Level 5

    a. In the event of the failure of the Superintendent to act in accordance with the provisions of Section C, #4, c and d (above), or in the event a determination by him/her in accordance with the provisions thereof, is deemed unsatisfactory by the aggrieved employee, within ten (10) workdays of the failure of the Superintendent to act, or within ten (10) workdays of the determination by him/her, said employee may appeal to the Board. The appeal must be in writing and be submitted to the Superintendent.

    b. The appeal must include the written grievance, all responses, and a statement in writing setting forth the grievant's dissatisfaction with the Superintendent's action. Copies of all documentation shall be furnished to all parties affected, including the Superintendent.

    c. If the grievant, in his/her appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted; or the Board may, on its own motion, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies of these materials shall be provided to the other party who shall have the right to reply thereto. Where the grievant requests in writing a hearing before the Board, a hearing shall be held no later than the second regularly scheduled Board work session (unless a different period is mutually agreed upon) from the date the Superintendent receives the written appeal to the Board.

    d. The Board shall make a determination within thirty (30) workdays from the hearing or its consideration of the grievance and shall, in writing, notify the employee, the Association, the principal, and the Superintendent of its

determination. This time period may be extended by mutual agreement of the parties.

6. Level 6

   a. In the event an employee is dissatisfied with the determination of the Board, s/he shall have the right to appeal the grievance to the next level. Notice of intention to proceed to binding arbitration, shall be made no later than fifteen (15) workdays following the Board's determination which is being appealed. Failure to file within the said time period shall constitute a bar to such arbitration unless the Association and Board shall mutually agree upon a longer time period within which to assert such a demand. Only the parties signatory to this Agreement shall have the right to proceed to arbitration and said right shall not accrue to an individual. All arbitration shall be conducted pursuant to the rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, P.L. of 1968.

   b. The arbitrator's decision shall be in writing and shall set forth his/her findings of facts, reasoning, and conclusions on the issue submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall not have the power to alter, amend, or revise any provisions of this Agreement.

   c. In the event that a grievance is taken to arbitration, the compensation and expenses of the impartial arbitrator shall be borne by the losing party. The cost of any transcript shall be borne solely by the party requesting it.

   d. The following matters shall not be arbitrable:

      i.) the failure or refusal of the Board to renew a contract of a non-tenured employee;

      ii.) matters where a method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education or the State Board;

      iii.) matters where the Board is without authority to act;

      iv.) matters involving the statutory or discretionary powers of the Board.

D. Procedures – General

1. In the event a grievance arises which affects a group of employees, the Association may initiate the grievance procedure in Level 3 (Section C, #3, of this article). The Director of Human Resources shall be advised of the names of all employees involved.

2. Any step(s) of the grievance procedure may be bypassed with mutual agreement of the parties.

3. 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 so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

E. No Reprisal

1. An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.

2. No reprisals of any kind shall be taken by the Board, by any member of the Administration, or by any member or representative of the Association, against any party, witness, or representative in the grievance procedure by reason of such participation.

ARTICLE IV
EMPLOYEE RIGHTS

A. Pursuant to Chapter 303, P.L. 1968 and its amendments, the Board hereby agrees that every employee employed by the Board shall have the right to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any right conferred by Chapter 303, P.L. 1968 and its amendments, other laws of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, including collective negotiations with the Board or his/her institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Employee Discipline

1. No employee shall be disciplined, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure unless Section C, #6, d of Article III applies.

2. All criticism of any employee's work or actions shall be done in private except in case of emergency, or where, in the judgment of the administration, the health

and welfare of children are involved.

3. Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof concerning any matter which could result in the termination of employment of that employee, s/he shall be given prior notice (which, upon request of the employee, will be in written form) of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him/her during such meeting or interview.

4. Any suspension shall be with pay until formal action of the Board. Disciplinary suspensions not involving termination may be without pay to the extent permitted by law.

C. Transportation of Students

Employees shall not be required to drive students. An employee may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. S/he shall be compensated on an overtime rate plus mileage in accordance with State regulations for the use of his/her automobile. If legislation is passed restoring the negotiability of this item, the parties will restore the IRS rate.

D. Employee Tenure/Support Staff

1. Support Staff Hired Prior to January 24, 2008

a. Statutory Tenure - Custodial/Grounds/Maintenance Employees

After three (3) years of uninterrupted continuous employment, custodial/grounds/ maintenance employees hired prior to January 24, 2008, shall be appointed for an unfixed term of employment in order that s/he acquire, if otherwise eligible, the tenure protection afforded employees pursuant to NJSA 18A:17-3 and 4. Any custodial/grounds/maintenance employee hired on or after January 24, 2008, shall not be eligible for statutory tenure, but, rather, s/he shall be eligible for contractual tenure along with all other support staff as set forth in paragraph 2 below.

b. Contractual Tenure - All Other Support Staff Employees

After three (3) years of uninterrupted continuous employment, all other support employees hired prior to January 24, 2008, shall acquire contractual tenure under this Agreement, making them thereafter eligible to appeal disciplinary determinations, including termination/discharge, to binding arbitration.

2. Support Staff Hired on or After January 24, 2008

After four (4) years of uninterrupted, continuous employment, all support staff hired on or after January 24, 2008, shall acquire contractual tenure under this Agreement, making them thereafter eligible to appeal disciplinary determinations, including termination/discharge, to binding arbitration.

3. Support Staff Hired on or After June 23, 2011

After five (5) years of uninterrupted, continuous employment, all support staff hired on or after June 23, 2011, shall acquire contractual tenure under this Agreement, making them thereafter eligible to appeal disciplinary determinations, including termination/discharge, to binding arbitration.

E. Personnel Files

1. An employee, upon written request to the Superintendent or his/her designee, shall be given the permission at a mutually acceptable time to inspect his/her official personnel file which is used by the district for his/her evaluation.

2. No material which could adversely affect any employee's employment shall be placed in his/her personnel file unless the employee has an opportunity to review the material. Any employee shall be entitled to have a representative of the Association accompany him/her during such review.

3. The employee shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the understanding that such signature in no way indicates agreement with the contents thereof.

4. The employee shall also have the right to submit a written answer to such material, within ten (10) working days of receipt of such material, and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

F. Except as provided in the Rowe vs. Green Township Board case, no employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

G. A local representative of the Association who is employed by the Board may attend general faculty-administration meetings as an observer.

H. The teacher shall have the responsibility to determine grades and other evaluations of students within the grading policies of the Pemberton Township School District based upon his/her professional judgment of available criteria pertinent to any given subject or activity for which s/he is responsible. Should a grade be changed by an administrator, the record shall so indicate, and the teacher shall be advised accordingly.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Association Representatives – Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times provided that it shall not interfere with or interrupt normal school operations. This shall not be construed to permit employees to leave their assigned duties except with the express permission of the Superintendent or his/her designee.

B. Use of School Facilities

1. The Association and its representatives may have access to the school buildings at reasonable hours for meetings. Such meetings shall be arranged by a formal application from the President of the Association to the Board. The Association will pay for the cost of additional janitorial services and additional utilities incident to such use.

2. The Association may distribute official information concerning association business through use of the staffs' mailboxes, interschool mail distribution, and a faculty bulletin board, where and as long as such facilities exist. The Board assumes no responsibility for delivery.

3. Association members shall have the right to use school facilities and equipment, including duplicating equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use as well as the cost of repairs made necessary by such use.

C. Association Meetings – Faculty meetings are to be avoided on the second and third Tuesday of each month in order that the Association officers and teacher representatives may attend Association meetings after school hours. Under exceptional circumstances (where faculty meetings are absolutely necessary on these dates), Association officers, representatives, and committee chairpersons will be excused by the principal. In those schools where pupils are dismissed after 3 p.m., Association officers and teacher representatives will be dismissed as soon as the buses have left the premises.

D. New Teacher Orientation – At school orientation programs conducted for new teachers, a representative of the Association may address the teachers, upon request made to the building principal.

E. Exclusive Rights – The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employees and to no other organization representing any portion of the bargaining unit or potential member of the unit.

F. Dues Deductions – The Board agrees to deduct from the salaries of its employees' dues for the Pemberton Township Education Association, the Burlington County Education Association, the New Jersey Education Association and the National Education Association. Such deductions shall be made in compliance with Chapter 233, New Jersey P.L. of 1969 (N.J.S.A. 54:14-15, 9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to the treasurer of the PTEA by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse the monies to the appropriate association or associations.

ARTICLE VI
BOARD'S FUNCTION

Subject to the provisions of this Agreement, the Board reserves all rights and functions vested in it pursuant to the applicable laws and regulations and such other functions as are normally and customarily exercised by boards of education in the management of the school district.

ARTICLE VII
EMPLOYEE-ADMINISTRATION LIAISON

A. District Liaison Committee – The Association, as representative of the employees, and the Board each recognize the need and desirability for effective and continuing communication on subjects relates to current school practices and concerns, including, but not limited to, curriculum programs, non-teaching duties, employees' facilities, specialists, supportive services, food service, custodial and maintenance services, teaching aids, and secretarial services, etc. To that end, a Liaison Committee shall be established.

   1. Said committee shall consist of members appointed by the Association and by the Superintendent. The Association committee shall consist of a chairperson, three representatives of teachers, one representative for custodian/maintenance/ cafeteria workers, one representative for secretaries/cafeteria clerks, and one representative for aides.

   2. Said committee shall meet monthly during the school year at times scheduled by mutual agreement to discuss and review current concerns and practices of mutual interest and make recommendations to the Superintendent for consideration by the Board in order that quality education may be maintained and improved. Any item of concern shall be reduced to writing and forwarded to the Director of Human Resources at least five (5) workdays prior to the date of the committee meeting. Any other items may be brought the day of the meeting and discussed if mutually agreed. If not mutually agreed, they shall be deferred to the next meeting.

   3. Service on the committee shall be voluntary and without compensation.

B. Building Advisory Council – By September 30 of each year, there shall be established a Building Level Advisory Committee consisting of representatives who will meet at least once a month to discuss and review building concerns and make recommendations with respect thereto. The recommendations of the committee shall be distributed to the staff and submitted to the Superintendent. It is understood that the ultimate responsibility for approving committee action shall be with the Superintendent.

ARTICLE VIII

WORK YEAR

A. Teachers

1. Work Year

   The teacher work year shall consist of 185 workdays, consisting of 180 student school days, three (3) in-service days, one (1) Transition Day, and one (1) set-up flex day at the beginning of the school year. The teachers shall have the discretion as to how they utilize the Transition Day, with agenda submitted at the conclusion of the day. There will not be an in-service or other district-led activity on Transition Day, unless requested by the certificated staff.

2. Parent Conferences

   a. All parent conferences will be scheduled to begin within the teacher's workday and will continue until concluded.

   b. These conferences will be scheduled two times per school year. Conferences will be held on 4 days. In addition to the two (2) scheduled afternoon conferences, teachers shall be required to attend two (2) evening conferences each semester as scheduled and set forth in the School Calendar.

   c. On the 1st day, the students will be scheduled for a half-day (1/2) day and the afternoon will be devoted to common planning/articulation for the teachers.

3. Early Departure

   a. On Friday and on the days preceding holidays or vacations, the teacher's day shall end when all pupils have been loaded on their respective buses, and buses have departed from the school for transportation to their homes.

   b. On the day before Thanksgiving, the employees' workday will end following the dismissal of students on an early dismissal student school day schedule.

   c. On non-holiday Fridays, when students are scheduled for early dismissal, staff will work their regular Friday hours, except during conference week.

   d. The last three days of school shall be early dismissal days.

4. Back to School Night

   Certificated staff will be required to attend Back to School Night at their home school. If they are required to attend Back to School Nights on more than one

evening, they will receive payment for 2 hours at the contracted hourly rate for each additional night.

B. Aides and Security Personnel

1. Work Year

The work year for aides and security personnel shall be 181 days (180 student days plus one in-service day to be mutually agreed upon between the Association and the Board).

2. Holidays

Aides and security personnel receive no pay for holidays or days where school is closed or otherwise not in session.

C. Cafeteria Workers and Cafeteria Clerks

1. Work Year

a. The work year for cafeteria workers shall be 180 days plus two in-service days, of which one (1) day may be scheduled as follows: one-half (1/2) day prior to the opening of school and one-half (1/2) day following the last student school day.

b. Cafeteria clerks shall work the student school year (180 days) in addition to three (3) days at the end thereof.

2. In-Service

a. The Board shall provide in-service for full-time cafeteria workers and cafeteria clerks. The in-service program(s) will be scheduled on the same day(s) as the district-wide in-service program(s) and attendance will be without additional pay.

D. Secretaries and Print Material Aides

1. The work year shall be as follows:

12-month secretaries and print-material aides – July 1 to June 30

E. Custodians/Part-time Custodians/Maintenance/Groundskeepers

1. All full-time custodians, groundskeepers, and maintenance workers are 12-month employees, and the work year shall be July 1 to June 30.

2. All part-time custodians are ten-month employees, and the work year shall be the student school year (180 days) in addition to three (3) days at the beginning thereof.

F. Guidance Counselors (H.S., M.S.) CDE, CIE, AND CME Employees

1. The extended year work for employees working in the positions set forth above shall include the school calendar for 10-month certificated personnel and shall

also include 2 workdays in June and 18 workdays during July and August. Seven of those days are required to be worked on the last seven district workdays in August prior to the opening of school. For example, in 2010, the last seven workdays are Thursday, August 19; Monday, August 23; Tuesday, August 24; Wednesday, August 25, Thursday, August 26; Monday, August 30; and Tuesday, August 31. Each day worked shall be 7 hours and 20 minutes.

Salary shall be computed according to a 1:1 ratio of the proper place on the appropriate teacher salary guide. This shall be considered the base pay and shall be treated as pensionable income under the New Jersey Division of Pensions.

2. Each member will be granted eleven (11) sick days each year.

3. All said personnel will continue to be entitled to the same rights and privileges and practices as all other certificated employees as per the negotiated agreement between PTEA and the Board.

   However, anything herein to the contrary notwithstanding for the CIE, CDE, and CME positions only, the Superintendent or his/her designee may determine that the continuation of one or more of the extended work year positions is no longer warranted. In such event, the employee in that extended work year position shall revert to the regular 10-month work schedule at the appropriate 10-month salary. This reversion to the 10-month work schedule and salary shall not constitute a reduction in rank and/or compensation and shall not be subject to challenge in any forum.

   a. For work performed outside the work year as defined above, the affected employee shall be compensated at 1/200th of his/her salary on Schedule A, for each day s/he appears for work as determined by the Superintendent or his/her designee. Such additional days shall be extended service and be voluntary.

   b. Additional extended time worked in July and August shall be voluntary and offered at the option of the Superintendent or his/her designee to "extended contract" personnel, except where special circumstances arise as determined by the Superintendent or his/her designee. Such work shall remain optional.

G. Child Study Team Members

1. The extended work year for Child Study Team members shall include the school calendar for 10-month certificated personnel and shall also include 20 days during the period from July 1 to August 31 of each year. Ten (10) of those days are required to be worked on the last ten (10) workdays in August prior to the opening of school. For example, in 2010, the last ten (10) workdays are Monday, August 16; Tuesday, August 17; Wednesday, August 18; Thursday, August 19; Monday, August 23; Tuesday, August 24; Wednesday, August 25, Thursday, August 26; Monday, August 30; and Tuesday, August 31. The other ten (10) days shall be worked between July 1 and mid-August and shall be scheduled

based on required program coverage. Each day worked shall be the regular seven (7) hours and twenty (20) minute workday.

Salary shall be computed according to a 1:1 ratio of the proper place on the appropriate teacher salary guide. This shall be considered the base pay and shall be treated as pensionable income under the New Jersey Division of Pensions.

H. Athletic Trainer

1. The work year will begin in August on the day prior to the date that the NJSIAA sets for the start of Fall sports or on a day agreed upon between the Athletic Trainer and the Athletic Director. The last day for the Athletic Trainer's school year will take place one (1) day after the last day of any Pemberton Spring sport competition provided all end of the year duties/tasks have been completed.

ARTICLE IX
WORK HOURS

A. Teachers

1. Except as provided in paragraph 4 of Section A, the total teacher workday shall be seven (7) hours and twenty minutes and shall include a duty-free period when the cafeteria is open for staff or students. This lunch period shall be a minimum of forty (40) minutes.

    a. Fifteen minutes of instruction time shall be added using the existing minutes of the teacher day in grades K-5. Certificated staff shall be compensated at the rate of $300 while on Steps 1-6, $350 while on Steps 7-9, and $400 while on Steps 10-12.

2. An effort will be made to avoid announcements over the public address systems at times which will interfere with the instructional program.

3. Faculty Meetings

    a. Teachers shall be required to remain after school for faculty and/or in-service meetings. Every effort will be made to limit these meetings to one-half (1/2) hour beyond the end of the teachers' workday. In no event shall teachers be required to remain at such meetings for more than one (1) hour beyond the teachers' workday. Except under unusual circumstances these meetings shall be limited to one (1) per week.

    b. An effort will be made to avoid reading previously distributed printed material at faculty meetings.

4. Under unusual circumstances and also during emergencies, teachers may be asked to extend their workday to assist with the supervision of transported pupils and abnormal transportation difficulties.

5. Detention of a student imposed by a principal or supervisor shall be the responsibility of the administration. All other detentions shall be the responsibility of the teacher or teachers who impose them.

6. Employees shall be permitted to leave the building during their scheduled lunch period by signing out and in, in the prescribed manner.

B. Preparation Periods and Teacher Schedules

1. High School and Middle School

   a. Each high school and middle school classroom teacher shall be given one (1) duty-free period per day solely for preparation of his/her classes.

   b. Should the middle school organization be restructured from the current high school model, the parties will form a committee to address the above issue.

2. Elementary

   a. The Board will provide elementary teachers with two hundred minutes of preparation time during each five (5) day teaching week in the school year. Where, due to vacations, holidays, or other causes, the work week is less than five (5) days, the weekly preparation time shall be reduced proportionately.

   b. The Board will make every effort to provide a daily forty (40) minutes, duty-free, continuous prep period for elementary teachers utilizing the following procedure:

      Step 1

      Principals will prepare a master schedule for the anticipated classes and enrollment prior to the opening of school in September. A copy of the schedule will be made available to the Association when completed.

      Step 2

      In cases where either the initial schedule does not provide for said prep or as a result of subsequent enrollment or changes in class section said prep periods are not provided, the principal shall involve the appropriate supervisor(s) to determine if a district wide accommodation can be made to remedy the situation.

      Step 3

      In cases where the principal and supervisor(s) have been unable to provide said prep, the matter shall forthwith be presented to a committee for resolution. That committee shall consist of two (2) elementary principals appointed by the Board, two (2) supervisors appointed by the Board, and two (2) teachers appointed by the Association.

The review processes set forth in Steps 2 & 3 above shall be completed within twenty (20) school days from the date that the lack of said prep is identified.

c. For those teachers who teach pre-K grade through grade three (viz., where there are no physical education teachers), weather permitting, playground duty will be scheduled on a shared basis so that teachers have preparation periods on alternate days.

3. Loss of Prep Time

   a. Class Coverage Pre-K – 12

      I. It is recognized that there are times when, due to teacher absences and unavailability of substitutes, the administration must assign a teacher to cover a class, thereby depriving the teacher of a preparation period. In order to spread such assignments to all teachers in an equitable manner, a roster of teachers in each building will be prepared and an effort will be made to make substitute assignments from the roster on a rotating basis. Situations where teachers mutually agree to cover for each other shall be accepted for the operation of this program.

      II. In no case shall a teacher having in-school suspension be asked to cover the class of an absent teacher while there are students in the in-school suspension room. If there is more than one teacher assigned to in-school suspension during a period, the additional teacher(s) may be reassigned if there are fewer than five (5) students in the room for that period.

   b. Elementary

      There shall be payment for class coverage when a substitute is unavailable, with an amount to be prorated among those receiving teachers who are providing coverage as follows:

      Payment shall be based on the substitute rate for that school year to be divided between/among receiving classroom teachers.

   c. Secondary (6-12)

      There shall be payment for class coverage when a substitute is unavailable as follows:

      Payment shall be based on the applicable substitute rate prorated to the number of class periods covered by the teacher.

C. Workload – Secondary

1. Definitions:

   Period = one class (35 – 45 minutes)

   Block = two classes (70 – 90 minutes)

2. Teachers assigned to seven (7) or more classes per day will be compensated at $26.00 per day for each class assignment over six (6).

3. Under no circumstances will teachers be assigned more than 211 consecutive minutes of teaching and/or supervisory duty, except AP teachers who may elect to extend their consecutive time to 222 minutes.

D. Snow Days – Teachers

Teacher absences because of snow or inclement weather when school is in session are without pay. Salary deductions will be made accordingly. Any deductions that are made are on 1/200th of a teacher's salary for each day's absence.

E. Work Hours – Aides and Security Personnel

1. Teaching Assistants, Library, Health, and Classroom Aides – 6 hours, 30 minutes per day inclusive of a paid forty (40) minute lunch period.

2. The Kindergarten through Grade 5 Aides and Teaching Assistants shall work an additional fifteen (15) minutes per day of instructional time as reflected in salary guides, 6 hours and 45 minutes total.

3. Security Personnel – 8 hours per day inclusive of a paid forty (40) minute lunch period.

4. Aides should attend before school or after school faculty and/or in-service meetings in accordance with the terms noted in the teacher section. Aides attending the faculty and/or in-service meeting would be compensated in June for the total hours attended. Attendance at the faculty and/or in-service meetings will be optional for the Aides.

   Aides employed in the 21st Century and/or the Champions Program shall honor the established commitment with these programs.

F. Work Hours – Cafeteria Workers and Cafeteria Clerks

1. Any cafeteria clerk assigned to full-time status shall work eight (8) hours per day for five (5) days per week inclusive of a lunch period.

2. Any cafeteria clerk assigned to part-time status shall work four (4) hours per day for five (5) days per week.

3. Cafeteria workers shall be assigned thirty (30) hours per week exclusive of a lunch period.

4. All cooks will be classified as cafeteria workers. In the new organization, including satellite kitchens, all cafeteria workers will rotate around the workstations. Should a receiving "cook" be absent, his/her substitute will work in the main kitchen and a regular cafeteria worker will work in the receiving kitchen.

G. Work Hours – Secretaries

1. The work week shall consist of eight (8) hours per day Monday through Friday inclusive of a lunch period.
2. The lunch period shall consist of forty (40) minutes within the time that the school cafeteria is open. Each employee shall have an uninterrupted lunch period, barring emergencies. Emergencies shall be defined as activities involving the safety or welfare of the student or employees.
3. Each employee shall have two (2) coffee breaks of ten (10) minutes each per day, one in the morning and one in the afternoon.

H. Snow Days – Secretaries

1. On inclement weather days, no secretarial employee shall stay longer than thirty (30) minutes after the last bus leaves, nor shall any employee be required to work beyond the normal workday. Furthermore, during serious weather conditions where the school day is adjusted due to snow, ice, or poor road conditions, a reasonable application shall be used to determine the secretarial employee's assignment after the last bus leaves.

I. Work Hours – Custodian/Part-time Custodians/Maintenance/AVA

1. Maintenance and custodial employees and AVA repairperson – the work week shall consist of forty (40) hours, inclusive of the lunch period. However, in cases of emergency situations, where the immediate attention of these employees is required during the lunch period, they will not be entitled to rescheduling of said period if it cannot be rescheduled within that workday's eight (8) hour period.
    a. Part-time custodial employees – the work week shall consist of twenty (20) hours.
2. Overtime for custodians/maintenance will be distributed equitably on a rotating basis.
3. Each custodial staff member shall have two (2) uninterrupted coffee breaks of ten (10) minutes each per day, one in the morning and one in the afternoon.
    a. Each part-time custodial staff member shall have one (1) uninterrupted coffee break of fifteen (15) minutes per day.
4. They shall also have an uninterrupted lunch period of not less than thirty (30)

minutes per day, barring emergencies. They shall also be permitted to set up their own lunch schedules, limited only in that where there are two or more custodians in any building, the lunch periods of each employee shall be at different times.

Emergencies shall be defined as activities involving the safety and/or welfare of the student and/or employees.

5. Building principals shall, on a weekly basis, give an activities schedule to the head custodian. Changes to that schedule shall be made, when possible, at least twenty-four (24) hours in advance of the school activity.

J. Snow Days – Custodian/Maintenance

1. On days when the schools are closed because of snow, ice, or poor road conditions, it shall be a regular workday for all maintenance and custodial employees. If roads are hazardous, said employees may arrive late and/or leave early in accordance with the procedure adopted by the Building and Grounds Supervisor. Employees who expect to arrive late shall call the Building and Grounds office to so advise.

2. Reporting to Work

    a. All custodians and maintenance personnel are required to report to work as soon as the road conditions permit so that the schools are ready to reopen the next school day. Night custodians are to report for day hours whenever possible. Exceptions will be made for night custodians hired prior to July 1, 1994, who holds other day employment. Night custodians hired on or after July 1, 1994 must report for day hours on snow days.

    b. Employees not reporting for work will not be paid unless they present a doctor's note certifying that absence was for illness. Personal days previously approved will be honored.

    c. Regardless of the time that a custodian reports for work, s/he shall work a full day. The length of a full day will be determined by the Superintendent or his/her designee.

3. If it should snow Friday night, Saturday, or Sunday and it is necessary to call in custodian and maintenance personnel, they shall receive time and one-half pay for working during the weekend. Overtime in this situation will be upon authorization of the Superintendent or his/her designee, maintenance supervisor and/or business administrator.

    a. If called in during a Holiday, they shall receive double time pay.

4. With the permission of the Building and Grounds Supervisor, night custodians may leave early if it should snow during the school day, provided most of the regular work is completed so that school may open the next day. The standard for decisions to leave early shall be uniformly applied, and the decision to leave early shall be uniformly communicated.

5. On days when schools are closed because of snow, ice, or poor road conditions, the custodial staff work a four (4) hour workday or until all work is completed in the assigned school (determination to be made by the Superintendent or his/her designee).

6. Part-time custodians will not be required to report to work on snow days. If a part-time custodian is called in to work on a snow day, he/she will be paid at their per diem rate.

K. Summer Hours – All 12-month and Extended Work Year Employees

1. Starting the Monday after the end of the student school year, twelve (12) month employees shall work a four (4) day work week as follows:

2. The daily schedule shall be 8 ¾ hours inclusive of lunch.

3. Beginning the fourth week in August, the regular five (5) day work week shall resume. The fourth week in August is defined as the fourth time an August date falls within the Sunday through Saturday week.

4. Custodians shall work a 4-day work week, either Monday – Thursday or Tuesday – Friday. Scheduling will be worked out in the individual buildings with the approval of the immediate supervisor. If there are any scheduling conflicts, the most senior employee(s) shall have preference.

5. Maintenance, AVA, and secretaries shall work a 4-day week, Monday – Thursday.

L. School nurses assigned to cover the school of an absent nurse shall only be responsible for the assigned school.

M. Athletic Trainer

1. The Athletic Trainer ordinarily will work a regular schedule beginning daily at 1:30 PM, unless an alternative time is deemed necessary by the Athletic Director and ending when all reasonable needs of competitors are met (typically thirty [30] minutes after the athletic event concludes for the day). An alternative schedule may be worked as agreed on between the Athletic Trainer and the Athletic Director.

2. The Athletic Trainer will be expected to work the following events:

    a. All pre-season and in-season practices and home games.

    b. All home and away varsity football games.

    c. Saturday home athletic events and practices.

    d. Days off will be Christmas, New Year's Day, Good Friday, and Sundays. If any athletic event is held on a Sunday or the holidays specified above, the Athletic Trainer will be expected to attend.

ARTICLE X

EMPLOYEE SALARIES AND WAGES

A. Salaries of all employees covered by this Agreement for the 2021-2026 school years are set forth in Schedule A through J, which are attached hereto and made part hereof.

   1. Employees shall be paid on the 15th and 30th of each month, commencing July 1st of each fiscal year.

   2. The pay schedule shall be reviewed by the parties and published on the last day of the school calendar in June.

B. Each employee shall be placed on his/her proper step of the salary schedule, if any, as of the beginning of the school year or work year, whichever is applicable. Any employee employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

   1. The Kindergarten through Grade 5 Aides and Teaching Assistants shall be compensated in accordance with the current salary guide for an additional fifteen (15) minutes per day of instructional time in the 2016-17 and the 2017-18 school years.

C. The Board will permit any staff member to join a tax-sheltered annuity plan with payroll deduction paid by the employee, provided that the insurance carrier secures a minimum of five (5) percent participation.

D. When a pay day falls on or during a school holiday or school vacation, employees shall receive their pay on the last previous working day.

E. Teachers, teaching assistants, aides, security personnel, and cafeteria workers shall receive their final checks and the pay schedule for the following year on the last working day in June, but not before the 13th of the month and after all work is completed.

F. Employees who must use their own cars to provide transportation between duty stations to fulfill their contract obligations shall be reimbursed in accordance with State regulations. If legislation is passed restoring the negotiability of this item, the parties will restore the IRS rate. Travel time shall not be considered as preparation time or lunch time.

G. Teachers

   1. Special Education Teachers who were being paid an additional increment of $200.00 prior to July 1, 1983, shall continue receiving said increment during such employment. However, said increment shall not be paid to any teacher hired to commence employment on or after September 1, 1983.

   2. Speech Pathologists will be reimbursed for the cost of annual ASHA dues.

3. Graduate credits and MA Degree earned shall be in the field of teaching or in the teacher's teaching field.

    a. All teachers employed by the Board prior to February 10, 1969 who are at the BA/S level will retain salary credit for courses above BA/S level theretofore completed. Otherwise, for credit to be given to teachers for advancement on the salary guide, all courses for which salary credit is sought shall be graduate level courses (not including Continuing Education/Professional Development Credits, such as Learner's Edge and Advancement Courses) or pre-approved undergraduate level courses completed after attainment of the teacher's current status on the column of the salary guide. For example, if the teacher is currently being paid on the BA+15 column, no credit will be given unless the course in question commenced and was completed subsequent to all the courses taken and completed prior to attaining BA+15 status. A course being "completed" means it has been officially confirmed by the accredited college or university where taken. Credits must apply to a graduate degree program.

    b. In order for credit to be given for advancement on the salary guide from BA/S to MA/S, all courses for which salary credit is sought shall be in a matriculated master's degree program, or successfully completed NSF courses of similar programs. College credits received through Board approved in-service programs may also be used for advancement on the salary guide.

4. Column Advancement

    a. Advancement from Column B (BA Degree Earned) to Columns C and D (BA Degree and 15 Graduate Credit Scale and BA and 30 Graduate Credit Scale) will be based upon verification of work accomplished.

    b. Advancement to Column E (MA Degree Earned) will be based upon verification of the conferring of an earned master's degree.

    c. Advancement from Column E (MA Degree Earned) to Columns F and G (MA Degree and 15 Credits Scale and MA Degree and 30 Credit Scale) will be based upon verification of work accomplished which is not part of the required Master's program as verified by the degree issuing institution.

    d. Credits from courses approved in advance, whether graduate level or undergraduate level, shall be counted toward +15 and +30 above the BA and +15, +30, +45, and +60 above the MA degrees. Graduate level courses taken prior to July 1, 1994 that were not part of a master's program requirement may be applied to movement on the salary guide upon verification from the granting institution.

    e. Column advancement verification will take place in August and February, with effective dates of September 1st and April 1st respectively. Staff members who fail to supply the proper documentation to the Human

Resources department by August 15th will not receive their column adjustment until April 1st of the following year. In addition, staff members who fail to supply the proper documentation to the Human Resources department by February 28th will not receive their column adjustment until September 1st of the following year.

H. Support Staff

Support staff who hold a teaching certificate and are pulled from their regular positions to be a substitute teacher will be paid $50 a day.

I. Employee Overtime (Excluding Teachers)

1. General

a. Overtime is defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before or after regular daily work hours.

b. Any hours worked over forty (40) hours per week are to be considered overtime and the employee shall be paid one and one-half (1½) times his/her regular hourly rate.

c. All overtime must have prior approval of the business administrator or maintenance or cafeteria supervisors, as applicable, before payment will be approved.

d. When the employee assumes the duties of a higher rated position for more than ten (10) consecutive workdays, s/he shall be paid retroactive to the first day at the higher rate for each day of work completed.

2. Custodians and Maintenance

a. In the event that a custodial-maintenance employee is called back to work after completing his/her regular workday, s/he shall be paid at one and one-half (1½) times his/her regular hourly rate. This shall be construed to include extra-curricular events such as home and school meetings, PAL activities, community programs, or emergency repairs.

b. The Board agrees that overtime requiring the services of a custodian shall be assigned in an equitable manner. However, it is understood that there shall be no guarantee of a mathematical equalization.

c. Overtime for custodians/maintenance will be distributed equitably on a rotating basis.

d. Maintenance workers responding to emergency calls, outside their scheduled work hours, shall be paid a minimum of two (2) hours in accordance with paragraph 2.a. above. Emergency calls are defined as, but not limited to, alarms, power outages and emergency repairs.

3. Cafeteria Workers

    a. Cafeteria Workers Rotating Schedule: The Board agrees that overtime requiring the services of cafeteria workers shall be assigned in an equitable manner. The Board, therefore, will establish a rotating schedule for cafeteria workers so as to insure, as far as possible, that cafeteria workers have an opportunity to accept or reject work occurring after the normal school day. The head cook of the school at which the activity or event occurs shall work the event so as to insure proper operation of the facility and its equipment.

    b. Cafeteria workers who are required to attend Serve Safe certification training will be compensated at their hourly rate for the time spent at such training completed outside their normal workday.

J. Co-Curricular

1. Teacher participation in co-curricular activities is encouraged and shall be voluntary unless a qualified teacher otherwise fails to apply. Selection shall be at the discretion of the Board. Board approval shall be required for each formal co-curricular activity.

2. Teachers selected as advisors or directors of co-curricular activities shall be compensated at the rate set forth in Schedule "C".

K. President's Salary

1. During the term of this Agreement, the Board shall grant the President of the Association sabbatical leave of absence during his/her term of office. Salary of the President shall be determined according to the appropriate salary guide schedule. However, the current salary structure shall continue for the term(s) of the present President.

2. All other benefits granted to full-time teachers shall be granted to the Association president during such leave of absence. Upon return to full-time teaching, full credit for each year of sabbatical shall be granted for seniority and salary guide placement purposes.

3. Effective 2015-2016 school year, the Association will pay 80% of the cost of the President's salary and benefits.

4. The current practice of not scheduling the Association president for a regular class assignment continues, along with the practice of the Association repaying the district 80% of the individual's salary. Such President shall not otherwise be assigned any teaching duties.

L. Mentors

1. The Board shall pay the required fee for State mandated mentoring services.

M. Athletic Trainer

1. The Athletic Trainer will be placed on the salary guide of Certificated Staff, at the proper step of the salary guide commensurate with degree level and credits. Initial placement on the guide at time of hire will be determined by the Superintendent in his/her sole discretion. The Athletic Trainer will receive the same health and leave benefits as certificated staff members.

2. The Athletic Trainer shall receive the Stipend, Athletic Trainer Full-time, contained in the Contract, Schedule D, in lieu of any other additional compensation/compensatory time and/or claims of entitlement to the same for any time/days worked over/above the days required in the Contract.

ARTICLE XI
TEMPORARY LEAVES OF ABSENCE

A. Sick Leave

1. All full-time ten-month employees shall be entitled to earn ten (10) sick leave days each school year; all eleven-month employees shall be entitled to eleven (11) sick days per year; all twelve-month employees shall be entitled to twelve (12) sick leave days per year; and all part-time ten-month employees shall be entitled to ten (10) sick leave days each school year. Such leave is authorized as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Retirement Benefit

   a. Upon retirement from the District, with at least ten years of service (excluding periods of unpaid leaves) as certified by the Division of Pensions, the Board will pay the retiring employee retirement pay calculated at the following rate for all unused sick days in Pemberton Township under this article.

      For the 2021-2026 school years:

Teachers	$80.00
All others	$67.00
Part-Time	$33.50

      Retirement benefit payout for all new employees hired after June 23, 2011 shall be capped at $15,000.

   b. Payments made under this provision will be made on July 15

immediately following the school year of retirement provided the employee gave written notice of retirement on or before January 31 of that school year. In case of extenuating circumstances, the Board may approve exceptions to this notification date. Failure to provide such notice or to obtain an approved exception may result in delay in payment until the first day of the second subsequent fiscal year.

3. Death Benefit

    a. In the event of the death while under contract of an employee having at least ten (10) years of continuous service in the district, the Board shall pay to his/her estate a sum for accumulated unused sick days in accordance with the following:

    For the 2021-2026 school years:

Teachers	$80.00
All others	$67.00
Part-Time	$33.50

    b. Death Benefit payout for all new employees hired after June 23, 2011 shall be capped at $15,000

4. If an employee is absent on sick leave for three (3) consecutive days or more, a Doctor's Certificate shall be required. If an employee is absent one (1) or more days because of illness immediately before or immediately after a holiday or on the first or last day of school, a Doctor's Certificate shall be required.

5. A deduction of 1/200th of a teacher's annual salary shall be made for each day of unexcused absence, including all days during the holiday, if such Doctor's Certificate is not furnished. The Board reserves the right to have the School Physician certify absences due to illness.

6. Absenteeism: Failure of an employee to call in when sick or otherwise absent will result in loss of the day's pay and subject him/her to disciplinary action notwithstanding that s/he has sick leave days otherwise available.

B. Other Temporary Leaves

All employees shall be entitled to non-accumulative temporary leaves of absence with full pay during each school year in accordance with the following:

1. Death and Serious Illness

    a. In the event of a death in "immediate family", an allowance of up to five (5) days' leave within a ten (10) day period following the date of death shall be granted. The days do not have to be taken consecutively. The fact that the employee would not have been scheduled to work during this period due to school not being in session does not entitle him/her to additional time off.

"Immediate family" is defined as "parents, parents-in-law, spouses, civil union partners as provided by law, children, brother, sister, son-in-law, daughter-in-law, grandchildren and members of the immediate household".

b. The event of the death of a grandparent, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew, the affected employee shall be entitled to a leave of absence with pay on the day of the funeral.

c. In the event of a serious illness in the "immediate family," certified by a duly licensed physician, an allowance of up to three (3) days' leave shall be granted in each school year. Family illness days shall not be taken for routine medical appointments or check-ups.

d. Unused family illness days from the preceding year shall accumulate to a maximum of five (5) days. Additional unused family illness days will not accumulate.

2. Personal Leave

This leave is provided to enable the employee to take care of personal business which cannot be accomplished outside the school day. Personal leave is not to be used for purposes of pleasure, recreation, housework, resting, extending vacations, family birthdays, or the like. Administration may ask for reason and verification for personal days before and after the following one-day holidays: Rosh Hashanah or Yom Kippur (whichever is the holiday), Columbus Day, Veteran's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th. During the remainder of the school year, staff will not be asked for reasons or verification unless the individual has a pattern of abuse, or if the absence is in conjunction with sick days, family illness days or with cause.

a. Personal Leave Procedure

i.) Each employee who has served more than one (1) school year in Pemberton Township shall be granted three (3) days' personal leave with pay during the school year. Each employee who has served more than at least one (1) semester but less than (1) school year in Pemberton Township shall be granted one (1) day personal leave with pay. Each part-time employee who has served more than one (1) school year in Pemberton Township shall be granted one and one-half (1.5) days' personal leave with pay during the school year. Each employee who has served more than at least one (1) semester but less than one (1) school year in Pemberton Township shall be granted one-half (0.5) day of personal leave with pay.

ii.) This leave shall be non-cumulative.

iii.) Each personal leave request must be made directly to the

employee's building principal or immediate supervisor forty-eight (48) hours prior to the desired time off and is subject to the Superintendent's or his/her designee's approval, which shall not be unreasonably withheld. If a request is made less than forty-eight (48) hours prior to the desired time off, the granting of same shall be discretionary with the Superintendent or his/her designee.

iv.) Not more than two (2) percent of the persons in any employment category will be excused on the same day, except in cases involving religious holidays or time off indicated by statute.

v.) Personal days which have not been taken during the school year shall be added to the employee's accumulated sick leave provided for in Article XI, Section A.

b. Except in cases of extenuating circumstances, personal leave will not be granted with pay on the following days:

i.) Teachers: on any of the first fifteen (15) or the last fifteen (15) school days in a school year, or the two (2) days before or after Thanksgiving, winter or spring holidays, or NJEA conventions.

ii.) Secretaries and cafeteria clerks: on any of the first ten (10) or the last ten (10) school days in a school year.

iii.) Teaching Assistants, aides security personnel, cafeteria workers, custodians, part-time custodians, maintenance, groundskeepers: on any of the first five (5) or last five (5) pupil school days in a school year.

c. Employees shall be granted a maximum of five (5) workdays without pay for the purpose of honeymooning. Employees may utilize three (3) personal leave days, if available, for such leave.

3. Jury Duty

An employee summoned for jury duty shall give notice thereof to his/her principal or immediate supervisor as soon as possible after receiving the summons. During the term of such duty, s/he shall be paid his/her regular pay less pay received from the court. (This does not include mileage pay).

4. Military Reserve Component Duty

Any employee ordered to active duty as a member of the organization reserve of the U.S. Army, Navy, Air Force, Marine Corps., or other organized affiliated therewith shall be entitled to a leave of absence without loss of pay or time on all days which s/he is engaged in annual training. Such leave shall be in addition to the regular vacation allowed such employee.

5. Organized State Militia

   Any employee who is a member of the organized state militia shall be entitled to a leave of absence not to exceed ninety (90) days per year without loss of pay or time on all days during which s/he is engaged in militia duty ordered by the Governor of the State of New Jersey.

C. Other Leave Provisions

1. In the event other emergencies arise, such as Court appearance under subpoena, funeral attendance, etc., an allowance of up to three (3) days' leave may be granted with prior approval of the Superintendent or his/her designee.
2. All applications and responses for leaves shall be presented in writing on forms provided for that purpose.
3. For each period of absence, an employee will be required to complete and file an appropriate form with the office of the Superintendent, regardless of the nature of the absences and/or the type of leave involved.
4. Sick leave is not to be considered similar to military leave time or as earned vacation time.
5. Leaves taken pursuant to this article shall be in addition to any sick leave to which the employee is entitled.
6. Upon written request, other leaves of absence with or without pay may be granted by the Board at its discretion.

ARTICLE XII
EXTENDED LEAVES OF ABSENCE

All full-time employees shall be entitled to extended leaves of absence in accordance with the following:

A. Leave Due to Disability (Including Disability Related to Pregnancy)

1. Any employee who becomes disabled shall notify the Superintendent or his/her designee thereof in writing as soon as it is known. In the case of pregnancy, notification thereof -and the anticipated date of delivery shall be given as soon as the same is medically confirmed by the employee's attending physician.
2. The employee shall make written application for such leave, indicating the date on which s/he expects to leave work and the date on which s/he expects to return. In the case of disability due to pregnancy, the employee may take paid leave, if available, and/or take unpaid leave for the period of disability, at his/her discretion. In the case of any other disability, the employee must

exhaust sick leave available to him/her-before taking any unpaid leave. Employees on any type of disability leave may elect to invoke their legal rights under FMLA and/or NJFLA.

3. Upon the certification by the employee's physician that the employee is able to return to work, or upon return from any other leave granted under this Article, the employee shall be reinstated to a position that is the same or substantially equivalent to the one in which he/she was employed immediately prior to becoming disabled, although it may not be in or to the same building, classroom, class, or assignment in the same location.

B. Child-Rearing Leave

1. At the end of the disability period related to pregnancy, an employee may take child-rearing leave under FMLA/NJFLA. FMLA/NJFLA may also be taken in cases where there was no preceding leave for disability; e.g., male parent or adoption.

2. Once child-rearing leave under FMLA/NJFLA has been exhausted, employees shall be granted childcare leave for a period not to exceed 18 months. This leave shall be unpaid.

3. Employees must work a twelve-month period after returning from a child-rearing leave to qualify for a subsequent child-rearing leave. An example of "twelve-month period" is February through January or September through August.

4. The Board shall not be required to continue the leave of absence of a non-tenured employee beyond the school year for which he/she was hired, or to offer tenure or a new contract to a non-tenured employee.

C. Illness in Family

Any employee who is eligible for leave under the FMLA or the NJFLA, as the case may be, related to the serious health condition of a parent, spouse or child, will be granted leave as required by said laws.

D. Military

All Support Staff – Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at time of discharge.

E. Sabbatical

A sabbatical leave program will be established to permit teachers to engage in study in the educational field, subject to the following conditions:

1. Such leave shall be limited to one (1) person for one (1) school year and two (2) persons for one (1) semester each.

2. Selected personnel who have had seven (7) consecutive years or more of satisfactory service with the Pemberton Township Schools shall be eligible for sabbatical leave.

3. All sabbatical leaves shall be dependent upon the ability of he Board to hire a suitable replacement.

4. The nature and scope of study which the teacher proposes to pursue while on sabbatical leave must be approved by the Superintendent.

5. Selection of applicants will be made on the basis of the following criteria and in accordance with Board Policy 3438 in effect as of 7/1/07:

   a. Previous record of applicant in the Pemberton Township Schools;

   b. Benefit of proposed study to Pemberton Township Schools;

   c. Benefit to applicant relative to his/her field of instruction.

6. Sabbatical leave shall be for the period of one (1) school year or a single semester as the case may be, depending upon the operation of Section E, #1 of this article.

7. A teacher on sabbatical leave shall be paid fifty (50) per cent of the salary s/he would have received had s/he remained on active duty in the school. Payment shall be made in regular salary payments.

8. The granting of an application for sabbatical leave which is otherwise in compliance with the terms and conditions of this article rests solely in the Board's discretion.

9. Persons who accept a sabbatical leave must sign a statement of intention to return to the Pemberton Township Schools immediately following sabbatical leave for a period of two (2) years. Failure to comply with the two (2) year obligation will require repayment of the compensation received during the sabbatical leave as follows:

   a. Repayment of total compensation received if a person does not return to the Pemberton Township Schools is due and payable December 1 immediately following completion of the leave.

   b. Repayment of one-half (1/2) of compensation received if a person returns for only one (1) year is due payable on December 1, one (1) year after completion of the sabbatical leave.

10. Upon return from such leave, a teacher shall be placed on the salary scale at the level s/he would have achieved had s/he remained on active duty in the district, with recognition on the salary guide for any additional credits earned while on sabbatical leave. However, the school district does not guarantee a teacher the same position earned before taking sabbatical leave.

11. Applicants will be notified by the Board on or before April 1 as to the disposition of their applications.

F. Return from Leave

1. Salary

Extended Leave shall not interrupt the employee's employment with the Board, and if the ten (10) month employee has worked for five (5) months or more during the school year in which the leave is granted, the employee shall be placed on the next step of the salary guide upon his/her return to work. Twelve (12) month employees shall work for six (6) months or more during the work year in order to be placed on the next step of the guide upon his/her return to work.

2. Benefits

All benefits to which the employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon return, and s/he shall be assigned to the same position which s/he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

3. Good Cause

Other leaves of absence without pay may be granted by the Board as it may determine in its sole discretion.

ARTICLE XIII

VACATION AND HOLIDAYS

A. Vacation

Employees shall be eligible for vacations on the following basis:

1. Custodians/Maintenance

a. Each custodian/maintenance person on a twelve (12) month contract is entitled to paid vacation as follows:

After Completed Service in Pemberton Township	Paid Vacation
Less than 6 months	None
6 months	1 week
1.5 years	2 weeks

6 years	3 weeks
10 years or more	4 weeks

b. Vacations will normally be taken July 1 up to just prior to the last five (5) workdays in August and cannot be carried over from one year to the next. However, the employee shall have the option of taking his/her vacation at other times during the school year, upon prior approval by the administration, which approval will not be unreasonably withheld. No more than fifty (50) percent of the custodians/maintenance employees in each location shall be eligible for vacation during winter and spring break. District seniority shall apply at the location.

2. Secretarial employees hired after July 1, 1987 shall be eligible for vacation on the following basis, except those employees whose current vacation schedule exceeds the rates below shall continue such vacation schedule, until their in-district service coincides with the proposed schedule:

   a. Each employee on a 12-month contract is entitled to twenty-two (22) days paid vacation.

   b. Vacations will normally be taken between July 1 and the third Monday in August and cannot be carried over from one year to the next. Six (6) days vacation may be taken between October 15 and May 15, such vacation to be aligned with the administrative vacation schedule. However, the bargaining unit member shall have the option of taking his/her vacation at other times during the school year upon prior approval of the administrator, which approval shall not be unreasonably withheld.

   c. Secretarial employees hired after July 1, 1987 shall be eligible for vacations on the following basis, except those employees whose current vacation schedule exceeds the rates below shall continue such vacation schedule, until their in-district service coincides with the proposed schedule.

After Completed Service in Pemberton Township	Paid Vacation
Less than 6 months	None
6 months	1 week
1.5 years	2 weeks
6 years	3 weeks
10 years or more	4 weeks

d. All current employees who may be reassigned or promoted to these positions shall be grandfathered. This excludes long term subs.

B. Holidays

1. Work Requirement

   All employees covered by this Agreement shall not be required to work on legal holidays when school is not in session. In addition, except for twelve-month custodians and maintenance personnel, no employee shall be required to work when school is otherwise closed in accordance with the school calendar.

2. Custodians and Maintenance

   Custodians and maintenance personnel shall not be required to work on the following days if school is closed or not in session:

   1. The day after Thanksgiving
   2. The day before Christmas
   3. The day after Christmas
   4. The day before New Year's Day
   5. Martin Luther King's Birthday
   6. Good Friday
   7. Easter Monday
   8. NJEA Convention – one (1) day.

3. In the event any of the named holidays in Section B, 2, of this article fall on a day when school is in session or is open, then another day off with pay in lieu thereof shall be scheduled by the business administrator for each employee affected.

4. In order to be eligible for holiday pay, an employee must work the last regularly scheduled day before the holiday and the first regularly scheduled workday after the holiday unless absent for justifiable reason.

5. In the event Christmas falls on a weekend, employees shall receive the Friday before and the Monday after as the day before Christmas Day holiday and the Christmas Day holiday respectively. In the event New Year's Day falls on a Saturday, employees shall receive the Thursday and Friday before as the day before the New Year's holiday and the New Year's Day holiday respectively. In the event New Year's Day falls on a Sunday, employees shall receive the Friday before and the Monday after as the day before New Year's Day holiday and the New Year's Day holiday respectively.

6. Aides

   Aides receive no pay for holidays or days where school is closed or otherwise not in session.

ARTICLE XIV
EMPLOYMENT AND SEPARATION PROCEDURES

A. The Board will hire only teachers with Standard Certificates, Certificates of Eligibility with Advanced Standing or Certificates of Eligibility who are enrolled in an alternate route program except in special areas (for example, Vocational, Industrial Arts, Instrumental Music, Nurses and Special Service personnel) where State regulations authorize or permit employment of teachers holding substandard certificates.

B. Notification of Contract

   1. All teachers, secretaries, and cafeteria clerks shall be notified of their contract and salary status for the ensuing year no later than May 15. They shall respond to the Board within fifteen (15) days after receipt of such notice.

   2. Prior to May 15 of each year, each non-tenured custodian, part-time custodian, maintenance, cafeteria worker, security monitor, and aide shall receive written notice as to whether or not the administration intends to recommend a renewal of contract for the ensuing year. If such employee desires to discuss an unfavorable recommendation with a representative of the Board, s/he will be provided an opportunity to do so upon making written request, filed with the Superintendent in accordance with NJSA 18A:27-3.2. and NJAC 6A:32-4.6. Within 15 calendar days after receipt of the notice of nonrenewal, the employee may request a written statement of reasons for nonrenewal. Within 30 calendar days of the request, the Board must provide a written statement of reasons for nonrenewal. Within 10 calendar days after receipt of the written reasons, the employee may request an informal appearance before the Board. Within 30 calendar days of the request, the Board must schedule an informal appearance. Within 3 calendar days following the informal appearance, the Board shall notify the affected employee, in writing, of its final determination.

   3. Prior to May 15 of each year, each non-tenured teacher shall receive written notice as to whether or not the administration intends to recommend a renewal of contract for the ensuing year. If such teacher desires to discuss an unfavorable recommendation with a representative of the Board, s/he will be provided an opportunity to do so, upon making written request, filed with the Superintendent, in accordance with NJSA 18A:27-3.2. and NJAC 6A:32-4.6. Within 15 calendar days after receipt of the notice of nonrenewal, the employee may request a written statement of reasons for nonrenewal. Within 30 calendar days of the request, the Board must provide a written statement

of reasons for nonrenewal. Within 10 calendar days after receipt of the written reasons, the employee may request an informal appearance before the Board. Within 30 calendar days of the request, the Board must schedule an informal appearance. Within 3 calendar days following the informal appearance, the Board shall notify the affected employee, in writing, of its final determination.

4. In the event the number of evaluations called for by this Agreement is not completed, the Superintendent and Board shall nevertheless have the authority to non-renew a non-tenured employee. Such action shall not be grievable or arbitrable under this Agreement.

C. Resignation/Termination

The contract of a non-tenured employee may be terminated by either the Board or the employee according to the following schedule:

Certificated staff – 60 days Support staff – 30 days

Such termination by the Board need not be for cause nor is it required that a written statement of reasons be given or a hearing afforded, it being agreed that such termination is not subject to the grievance procedure or any other review. However, upon request of the terminated employee, the Board shall furnish to him/her a written statement of reasons for the termination which shall then become part of the employee's personnel file.

D. Any employee who is entitled to earned vacation shall be paid according to the proportion of full months worked to the total contract year unless proper notice has not been given. If the proper notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, twenty (20) full working days shall be used in calculating the amount of notice given by the employee.

E. Black Seal License

1. The Board may, at its discretion, require a custodial or maintenance employee to obtain and maintain a Black Seal License. In such cases, the Board shall bear the expense thereof. The Board shall also provide sufficient time off from work to enable the employee to attend classes necessary to obtain said license.

2. The Board shall pay for the Black Seal License fee, whether it be an initial fee or a renewal.

F. Probationary Employees

1. All support staff shall be considered as probationary for the first 90 days of their employment.

2. Probationary employees will serve at the sole discretion of the Board without recourse to the provisions of the grievance procedures.

3. Termination of a probationary employee will not be subject to any compensation as per Article XIV.C. except that an employee terminated within the first 45 days of employment shall receive five (5) days notice; and, an employee terminated between 46-90 days shall receive ten (10) days notice.

ARTICLE XV
PROMOTIONS, VACANCIES, TRANSFERS, AND REASSIGNMENTS

A. Promotions

1. A promotional position shall be one in the bargaining unit which pays a higher rate and which encompasses a higher level of responsibility.
2. When a promotional position becomes vacant, notice of such vacancy shall be sent to the Association and posted in each school and in the Central Office. Said notice shall include the duties, qualifications, salary range, and closing date for the position. The notice shall be posted for a minimum of five (5) calendar days prior to the closing date. The Board has the right to temporarily fill the position until a permanent employee is selected. The notice will be sent electronically to all current staff members.
3. Employees who desire to apply for such a vacancy shall submit an application according to established district procedures within the timeline specified on the notice.
4. The Board agrees to give due consideration to the qualifications of all applicants and other relevant factors, including the need to assure a well-balanced staff, the effective implementation of the educational program, and the public welfare. The Board reserves the right to employ a person from outside the district.
5. If any employee is not selected, s/he will be afforded the opportunity to discuss the matter with the Superintendent. However, the decision of the Superintendent shall be final.
6. Support Staff

   In addition to the above and in regard to support staff only, the Board will first attempt to fill permanent job vacancies within the bargaining unit by promoting the senior employees from the next lower-rated job title who have the requisite qualifications and ability to perform the work. The Board, in considering such applications, agrees to give due consideration to the qualifications of all applicants and staff. Where two (2) or more employees possess the requisite qualifications and ability to perform the work, the employee with the greatest seniority in the bargaining unit will be promoted.

B. Voluntary Transfers and Reassignments

1. The District shall post all vacancies as they occur, both in-house and on the District website. Employees desiring a transfer or re-assignment may submit a written request stating their preference.

2. The Administration will consider written requests for transfer and/or reassignment when, in the judgment of the Administration, such transfer/reassignment will be of mutual benefit to the employee and the district.

3. Transfers and re-assignments will normally be effective at the beginning of the following school year. However, requests shall be considered for all vacancies, including those not posted and those filled during the school year.

4. If an employee is not selected, s/he will be afforded the opportunity to discuss the matter with the Superintendent. However, the decision of the Superintendent shall be final.

5. Support Staff

    a. In addition to the above and in regard to support staff only, employees will be permitted to transfer provided that they have the requisite qualifications and the ability to perform the job satisfactorily. The most senior employee will be given preference.

    b. Once such a transfer has been granted, or a transfer offered and refused, the employee to whom the job was granted or the employee who refused the offer shall be ineligible for further transfer for a period of one (1) year. Nothing herein shall be construed to limit the right of the Board to transfer employees as the needs of the school system require.

C. Involuntary Transfers

1. When, in the judgment of the Administration, an involuntary transfer or reassignment becomes necessary, the employee(s) affected will be notified in person (or by certified mail during vacation) as soon as practicable. In addition, the Association shall be notified in writing of all involuntary transfers.

2. Such employee will be afforded the opportunity to discuss with the Superintendent the reasons for the change. Following this discussion, the Administration's decision shall be final. Nothing herein shall bar a temporary transfer.

3. No Association member will be transferred or reassigned arbitrarily, capriciously, or without rational basis in fact.

4. No vacancy shall be filled by means of involuntary transfer or reassignment without first giving consideration to a qualified volunteer(s), if any.

D. Relocation

In the event an assignment changes between the 7th and 14th day before the opening of school, an employee required to move to another room or building shall receive a payment of $150.00 In the event an assignment changes with less than 7 days before the opening of school, an employee required to move to another room or building shall receive a payment of $300.00 If the assignment changes with 15 or more days before the opening of school, an employee required to move will not be compensated.

E. Promotion due to Administrative Changes

1. In the event that a promotion occurs due to administrative changes that affect a secretarial position, the employee currently holding that position will not have to reapply for his/her position if they hold tenure at the time of the restructuring.

ARTICLE XVI
SENIORITY AND EFFECT OF REDUCTION OF FORCE UPON PERSONS UNDER TENURE

Seniority shall apply as follows:

A. All Support Staff

1. Seniority for the purpose of this article shall be based upon an employee's continuous length of service with the Board.
2. Seniority shall be acquired solely in connection with layoffs for lack of work and for no other purpose.
3. All employees shall be considered as probationary employees for the first ninety (90) days of their employment. Probationary employees may be disciplined or terminated at any time during their probationary period at the sole discretion of the Board, without recourse to the provisions of the grievance procedure of this Agreement. Upon completion of such probationary period, their seniority will be dated as of the date of the commencement of their employment.
4. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by alphabetical order of their last names.
5. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Association. The Board shall furnish to the Association copies of the monthly meeting minutes reflecting changes in the seniority list.

6. An employee's seniority shall cease and his/her employee status shall terminate for any of the following reasons:

    a. Resignation or retirement;

    b. Discharge for cause;

    c. Continuous lay-off for a period exceeding six (6) months;

    d. Failure of laid-off employee to report for work either (1) on the date specified in written notice of recall mailed seven (7) or more calendar days prior to such date; or (2) within three (3) working days after the date specified in the written notice of recall mailed less than seven (7) calendar days prior to such date, unless the employee has a justifiable excuse for his/her failure to return to work as provided herein. The Board shall give careful consideration to an employee's reasons, which may have caused a delay in his/her return to work. Written notice of recall to work shall be sent by the Board by certified mail, return receipt requested, to the employee's last known address, as shown on the Board's personnel records;

    e. Failure to report to work for a period of three (3) consecutively scheduled working days without notification to the Board of a justifiable excuse for such absence;

    f. Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof, unless return to work is excused by the Board;

    g. Non-renewal of the employment of a non-tenured employee unless the employee is subsequently re-hired to return to work effective on the first work day at the beginning of the next school year.

7. Employees shall be recalled to work from lay-off in the order of their seniority, provided that they have the requisite qualifications and ability to perform the available work.

8. When circumstances necessitate a reduction of the workforce, the Board shall take the following appropriate steps:

    a. The Board shall advise the Association in advance of the number of employees to be affected and the job titles and grade levels of the affected employees.

    b. The Board shall first consider the lay-off of the employees with the least seniority in the job titles and grade levels affected.

    c. Employees considered for lay-off shall first be considered for filling any existing vacancy in another job title of the same grade level provided that they have the requisite qualifications and the ability to perform the work. If no vacancy exists in the same grade level, the employees shall

have the right to displace, in his/her same grade level, an employee with the least seniority in the job title that the employee has the requisite qualifications and ability to perform the work and likewise in successively lower grades. An employee not placed under these provisions shall be laid off. These provisions shall also apply to a displaced employee.

B. Teachers

1. 18A:28-9. Reduction of force: power to reduce and reasons for reduction.

   Nothing in this title or any other law relating to tenure of service shall be held to limit the right of the Board to reduce the number of teaching staff members employed in this district whenever, in the judgment of the Board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause upon compliance with the provisions of this article.

2. 18A:28-10. Reasons for dismissal of persons under tenure on account of reduction.

   Dismissal resulting from any such reduction shall not be made by reasons of residence, age, sex, marriage, race, religion, or political affiliation but shall be made on the basis of seniority according to standards to be established by the Commissioner with the approval of the State Board.

3. 18A:28-11. Seniority, Board to determine, notice and advisory opinion.

   In the case of any such reduction, the Board shall determine the seniority of the persons affected according to such standards and shall notify each such person as to his/her seniority status, and the Board may request the Commissioner for an advisory opinion with respect to the applicability of the standards to particular situations, which request shall be referred to a panel consisting of the County Superintendent, the Secretary of the State Board of Examiners and an Assistant Commissioner of Education designated by the Commissioner, and an advisory opinion shall be furnished by said panel. No determination of such panel shall be binding upon the Board or any other party in interest or upon the Commissioner or the State Board if any controversy or dispute arises as a result of such determination and an appeal is taken therefrom pursuant to the provisions of this title.

4. 18A:28-12. Dismissal of persons having tenure on reduction; reemployment.

   If any teaching staff members shall be dismissed as a result, such persons shall be and remain upon a preferred eligible list in the order of seniority for reemployment whenever a vacancy occurs in a position for which such person shall be qualified and s/he shall be reemployed by the body causing dismissal, if and when such vacancy occurs and in determining seniority, and in computing length of service for reemployment, such person in or with the

military or naval forces of the United States or of this state, subsequent to September 1, 1940 shall be credited to him/her as though s/he had been regularly employed in such a position within the district during the time of such military or naval service.

5. 18A:28-13. Establishment of standards of seniority by Commissioner.

   The Commissioner in establishing such standards shall classify as far as practicable the fields or categories of administrative, supervisory, teaching, or other educational services and the fields or categories of school nursing services, which are being performed in the school districts of this state and may, in his/her discretion, determine seniority upon the basis of years of service and experience within such fields or categories of services as well as in the school system as a whole, or both.

6. 18:28-14. Teaching staff members not certified, not protected; exception.

   The services of any teaching staff member who is not the holder of an appropriate certificate, in full force and effect, issued by the State Board of Examiners under rules and regulations prescribed by the State Board may terminate without charge or trial.

7. In the event of a reduction in the number of teachers employed by the Board necessitated by fewer pupils, economic conditions, or other causes, the policy of the Board will be to first terminate non-tenured teachers. In determining the impact of a termination as between non-tenured teachers, factors for consideration will be the needs of the district, teacher's area of certification, teacher's length of service in the district, additional courses taken by a teacher in the area of certifications, and evaluations. Such terminations of non-tenured teachers will be discussed with a committee of the Association; however, the decision of the Board shall be final.

C. Cafeteria Workers and Clerks

In consideration of the modification agreed to by the Association on behalf of the cafeteria workers and cafeteria clerks and to provide a stable work force, the Board shall take all reasonable steps to avoid the reduction in force of cafeteria workers. If, however, a reduction is warranted, the Board shall endeavor to do so by attrition. The Board recognizes that the stability of the workforce is essential to the success of the new organization.

The workforce is defined as the number of "cooks" employed in the 1994-95 school year.

ARTICLE XVII
EMPLOYEE FACILITIES AND EQUIPMENT

A. Teachers

1. During the term of this contract, the Board shall continue to provide the following:

    a. A faculty work area for the preparation of instructional materials, and an appropriately furnished room which shall be reserved for the exclusive use of faculty members as a faculty lounge where said rooms or areas presently exist.

    b. A serviceable desk, chair, and, upon request, a filing cabinet for the exclusive use of the teacher.

    c. A designated area in the cafeteria, or within each school, as a faculty dining area.

    d. A complete inventory of AVA equipment of every building.

    e. Closet space for each employee to store coats, overshoes, and personal articles either within the classroom or work area or in hall lockers adjacent thereto.

2. Each faculty room shall be provided with a computer and printer and a work table.

B. Cafeteria Workers, Custodians, Part-time Custodians, Maintenance, Shop/Vocational Teachers

1. Maintenance, custodians, part-time custodians, groundskeepers, and cafeteria workers shall be provided with five (5) shirts annually at Board expense, to be delivered by the opening of school. Blue work pants shall be purchased annually by the opening of school and reimbursed not to exceed $125. Five (5) t-shirts will be provided annually at Board expense, to be worn during the summer months when school is not in session. The maintenance of which shall be the responsibility of each individual employee. The style and material will be determined by a joint committee established by the parties.

2. Maintenance, custodians, part-time custodians, and groundskeepers will be provided one (1) windbreaker or winter jacket in the same style and material as those provided to security personnel annually.

3. Shop/Vocational teachers will be provided five (5) sets of uniforms annually, at Board expense, to be delivered by the opening of school. Uniforms shall be appropriate to the class taught.

4. Custodians, part-time custodians, maintenance, groundskeepers, and cafeteria workers will be provided a shoe allowance of $100 annually.

    a. The employee is required to wear the shoes on the job.

    b. The shoes shall be closed, laced, oxford-type of work shoe with slip resistant soles.

    c. In the event that an employee does not regularly wear the work shoes (other than for short periods related to repair),

        i. s/he shall receive a verbal warning for the 1st offense;

        ii. s/he shall receive a written warning to be placed in the central file for the second offense;

        iii. If the infraction continues, the employee shall be required to refund the shoe allowance to the Board through payroll deduction.

5. The Board agrees to supply all maintenance and head custodian personnel with one pair of coveralls per year.

6. The Board agrees to install a telephone in each kitchen for use by kitchen personnel.

7. The Board shall furnish each cafeteria worker with three (3) cloth aprons per year, the maintenance of which shall be the responsibility of each individual cafeteria worker. The Board shall also continue to make plastic aprons available to the cooks as well.

C. Security Personnel

1. All security personnel will be provided five (5) shirts annually at Board expense, to be delivered by the opening of school. Khaki or BDU style work pants shall be purchased annually by the opening of school and reimbursed not to exceed $125. Safety vests will be supplied each year, which will be returned at the termination of employment. Security personnel will also be provided one (1) windbreaker jacket. The maintenance of uniforms shall be the responsibility of each individual employee. The style and material of uniforms will be determined by a joint committee established by both parties. All security personnel are required to wear their uniforms. In the event a security personnel fails to wear his/her uniform, a verbal warning will be issued. Continued failure to wear the uniform provided shall result in a written warning. If the infraction continues, the employee may be sent home without pay.

2. Security personnel will be provided with one pair of work shoes as provided in Section B, #4 of this article.

D. All Employees

All employees are to observe self-practices and procedures to conserve and wisely use school facilities, supplies, and equipment. Failure to comply, or the using of supplies and equipment by the employee for his/her own use, will subject him/her to disciplinary action.

ARTICLE XVIII
PROTECTION OF EMPLOYEES AND PROPERTY

A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being, the Board reserves the right to determine what an unsafe or hazardous condition is.

B. Assault/Injury

1. Employees shall immediately report cases of injury or assault suffered by them in connection with their employment to their principal or other immediate supervisor.
2. Employees shall fill out an accident report form and a Workers Compensation claim form to be submitted to the Human Resource Office.
3. Employees shall report to the nurse for medical evaluation.

C. The Board shall reimburse an employee for damage to his/her clothing or other personal property (not otherwise covered by insurance) in excess of $25.00, based on depreciation value, sustained as the result of an unprovoked assault while acting within the scope of his/her employment. Such reimbursement shall cover loss due to vandalism to said property which is kept in his/her classroom or other authorized location.

ARTICLE XIX
INSURANCE PROTECTION

A. Medical/Prescription Benefits

Subject to Section A, 1 of this article, the Board shall provide, at its expense and subject to the provisions of Chapter 78, School Employees Health Benefits Plan (hereafter "SEHBP").

i. The Board will continue to offer plans with rates above Direct 15.

ii. The Board contribution towards the cost of these plans will be frozen at the January 1, 2019 rate. Premium increases above

the January 1, 2019 rate will be borne by the employee.

Any employee hired on or after July 1, 2001, with three (3) or more years of experience in a public, private, or parochial school shall be covered for individual and dependent coverage based on eligibility for such coverage.

1. All other employees hired after July 1, 2001, with less than three (3) years of experience as above, shall be covered for single health insurance benefits only under this article during his/her first two (2) full years of employment. However, such employee may purchase dependent coverage at his/her expense through payroll deduction. Upon completion of two (2) full years' employment, s/he shall be eligible for health insurance benefits on the same terms and conditions as other employees.

2. Pursuant to the Patient Protection and Affordable Care Act, dependents shall be insured for medical and prescription coverage to the end of the calendar year in which they turn age 26. Dependents shall be insured for Vision and Dental coverage to the end of the calendar year in which they turn 19. Coverage for Vision and Dental can only be continued for as long as they remain a full-time student and provide proof to the Benefits Department. Once the dependent loses full time student status or turns 23, benefits will terminate at the end of the calendar year in which either of these events occurs. Coverage may be purchased at that time for a period up to 36 months.

B. Dental Benefits

1. For the individual employee, the Board shall provide, at its expense, a Blue Cross and Blue Shield Dental Plan (Traditional) designated as Reasonable and Customary, with no deductible. Services shall be provided as follows:

100%	Preventive Dental and X-rays
80%	Treatment/Therapy (Space Maintainers, Restorations and Repairs, Endodontics)
50%	Prosthodontics (Bridges, Dentures)
	Inlays/Onlays
	Major Periodontics
	Orthodontics ($1,000 Maximum)
	Crowns
	Oral Surgery

2. The Board will offer an alternative to the Traditional Plan.

a. 100% Preventative Dental
X-rays

Space Maintainers
Restorations and Repairs
Endodontics (except dental adjustments and repairs)
Oral Surgery
Periodontics (except osseous surgery)

b. The following co-pays will apply:

Dental adjustment and repairs - $26
Osseous surgery - $200
Bridges - $210
Complete and partial dentures - $250
Orthodontics ($1,000) out of pocket for children only

3. The Board shall provide family coverage as above by payroll deduction provided threshold enrollment is met.

C. Vision Benefits

The Board shall provide, at its expense, a VSP Vision Care Plan for the individual employee with an initial $10.00 deductible. Family coverage shall be provided through payroll deduction provided threshold enrollment is met.

D. There shall be no duplication of coverage; viz.; if a married employee is covered under a plan provided by the spouse's employer, the Board will not provide duplicate coverage.

E. Waiver of Benefits

Bargaining unit members covered under Section E of this article shall receive $1,000.00 for waiver of the insurance plan provided in Section A of this article. (See Section L of this article.)

F. An Employee Benefit Incentive (EBI) will be offered to employees who choose, or are currently enrolled in, plans at the rate of Direct/Freedom 15 or lower. In the event that rates for a chosen plan increase above the rebates for Direct/Freedom 15, the employee will no longer be eligible for the incentive unless they move to another plan at or below the cost of Direct/Freedom 15.

1. The EBI is effective as of January 1, 2019. The EBI Plan described herein will automatically cease at the conclusion of the 2020-2021 school year, regardless of whether or not a successor CBA is in place. The Parties may choose to negotiate a new EBI Plan during the negotiations for a successor CBA.

2. The EBI for the employee will be calculated by multiplying the premium savings by the sum of the employee's Tier 4 contribution plus:

2018-2019	20%, not to exceed 50%
2019-2020	20%, not to exceed 50%

2020-2021 See paragraph below

The 2020-2021 total EBI will be capped at $250,000 inclusive of both the reduced Employee Benefit Contribution (EBC) and a Board-paid stipend. The EBI is to be divided among employees in plans at or below Direct/Freedom 15 using the process outlined below:

a. Only staff contributing at the 20% level or higher will be eligible for the rebate.

b. A calculation will be done using the same process used for years 1 & 2, but only include the 20%+ people.

c. This rebate will be prorated by calculating the total individual EBI compared to the pool of $250,000.

G. The insurance carrier will be expected to provide each employee with an identification card and a description of the health care insurance provided under this article.

H. The Board will permit employees on sick leave or on maternity leave to continue to maintain SEHBP coverage, dental and VSP as per the above paragraphs by payment to the Board of a monthly premium after the employee has used all accumulated sick leave provided under Article XI except as otherwise required by the New Jersey Family Leave Act or the Federal Family and Medical Leave Act.

I. Retirement Benefits

1. An employee who retires from the Pemberton Township School District pursuant to TPAF or PERS, with twenty (20) years of service in the district shall be provided with insurance coverage for the individual at no cost to the employee. Such benefit shall commence at age 55 and continue up to age 65. S/he may continue family coverage at his/her own expense.

2. If the employee who retires and is eligible for coverage under state law, with premiums for SEHBP paid for by the State (N.J. State Health Benefits Program Act, N.J.S.A. 52:14-17.25, et seq.), then said employee's entitlement to Board paid coverage under Section I, #1 of this article shall cease. However, benefits under prescription, vision, and dental coverage shall continue to be available as provided in Section I, #1 of this article.

3. If the employee retires prior to age 55, s/he shall be eligible for this coverage upon attaining age 55 and upon fulfilling the stated requirements. In addition, said retiree may participate in the Board's medical insurance programs at his/her expense prior to age 55.

4. The above provisions will not apply to new hires, effective July 1, 2001.

J. An employee who retires pursuant to the Teachers' Pension and Annuity Fund or the Public Employees' Retirement System may continue coverage under the

Board's medical insurance program at his/her expense.

K. The Board shall provide a Long-Term Disability Plan as follows:

1. For the first three years of employment, the employee will pay the entire premium.
2. Starting with the fourth year of employment, the Board will pay 10% of the premium and the employee will pay 90%. For each continuous year of employment thereafter, the Board's contribution will increase by 10% until the Board's contribution reaches 50%.
3. The Board/employee contribution will remain at 50%/50% for the remainder of the employee's term of service.
4. Participation in the Long-Term Disability Plan is voluntary.

L. Insurance Coverage Waiver Plan

1. Each year, the Board shall provide appropriate forms to all employees covered by family or husband/wife coverage. Said form will contain a final return date.
2. Employees who elect to waive coverage pursuant to Section F of this article shall be entitled to receive $1,000 each school year.
3. Payment of the monies shall be made in two (2) installments: the 2nd pay in December, and the 2nd pay in June of the school year.
4. Employees must waive such insurance for a full year to be eligible for said payment. The waiver period shall be July 1 to June 30.
5. Employees who have no other comprehensive family or husband/wife insurance shall not be permitted to waive coverage.
6. Employees who have initially waived coverage and then need to re-enroll in the district's plan will be covered by the district at the next available enrollment period without lapse in coverage. It will be the employee's obligation to notify the District's Secretary/Business Administrator of the pending loss in coverage due to a change in status relative to availability of comprehensive insurance coverage.
7. Should the employment status of such employee change, there shall be a pro-rated payment based upon the time elapsed in the plan. Should such separation of employment be due to death, his/her estate shall receive such pro-rated payment.

M. The district will continue to provide all benefits to an employee and/or employee's covered dependents in accordance with the law.

ARTICLE XX
EMPLOYEE EVALUATION

A. Teachers

1. Teachers shall be evaluated according to state regulations. Any teacher receiving a negative evaluation may ask for and receive another evaluation by a different evaluator. However, the original evaluation shall remain part of the employee's Personnel File.
2. When post-observation questions are required by the evaluation model being used, teachers will have a minimum of two school days from the day of the request to complete the questions.
3. If a pre-observation conference is required, the conference will be held, at a minimum, the day before the observation.
4. If a teacher receives a negative evaluation, the teacher can request that another unannounced evaluation be held within 45 days.
5. All evaluations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher involved. Lesson plans shall be available upon request of supervisory personnel.
6. After a teacher has been evaluated, s/he shall have the right to see the evaluation report prepared by the evaluator and, upon request, to have a conference with the evaluator after the completion of the evaluation. The evaluation report shall be signed by both the teacher and the evaluator and thereupon the teacher shall be given a copy of it.

B. Support Staff

1. All monitoring or observation of the work performance of an employee for the purpose of evaluating him/her shall be conducted openly and with full knowledge of said employee.
2. Employees shall be evaluated at least once per year and evaluations will be written by the immediate supervisor.
3. The employee shall be given a copy of the written evaluation. The supervisor will subsequently arrange a meeting to discuss the evaluation within ten (10) school days of its receipt.
4. The employee may respond to the written evaluation by having his/her rebuttal attached to it. Signing of the evaluation and rebuttal shall occur within ten (10) school days of the conference.
5. Insofar as custodial staff is concerned, the input of head custodians will be

sought in regard to custodian evaluation. However, all formal evaluations shall be prepared by supervisory personnel employed by the Board, as is the case with all classes of employees.

ARTICLE XXI
TUITION GRANTS

Tuition grants will be made available to all PTEA members in accordance with the following tuition grant program:

A. The Board shall provide the maximum of $105,000 for the contract years of 2021-2026 respectively, which will be available for reimbursement of tuition for courses taken in accordance with the provisions of this article. Any unused funds shall not be carried over to the following year.

B. Tuition grant monies shall be divided equally among all approved participants. Tuition reimbursement will be based on the applicable college rate or Rowan University rate, whichever is less, in the applicable school year for approved courses for a maximum of two courses per year.

C. Applicants for tuition grants shall apply to the Superintendent or his/her designee for approval prior to registering for the course. The course must relate to public school, or to the employee's job responsibilities. The application must contain the name of the course, the name of the institution, the purpose, and other pertinent information. Upon approval of the Superintendent or his/her designee, the applicant shall then provide to the Superintendent's or his/her designee's office a copy of the registration forms and the applicant's canceled check.

D. Upon completion of the course or degree, the applicant must present an official copy of the transcript to the Superintendent. If the applicant has attained at least a grade of "C" on an "A-F" scale, or a 3 on a 5-1 scale, or equivalent grade, the Board will reimburse the applicant to the extent required by this article.

E. Should the Board require a maintenance employee to participate in required training or seminars, such request will be in writing and the Board will continue to pay the cost there of.

F. Continuing Education

The Board will make available to cafeteria workers, through the district adult school, mandated local, county, and/or state health programs for career enhancement/ advancement opportunities. These shall be without cost to cafeteria workers. In the event any public health agency requires or makes available certification, only those cafeteria workers who obtain and retain such certification will be considered for career enhancement/advancement.

ARTICLE XXII
NONDISCRIMINATION

This Agreement is subject to the provisions of N.J.S.A. 10:5-1 as same is now enacted or may be hereafter amended. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, natural origin, sex, domicile, or marital status.

ARTICLE XXIII
REPRESENTATION FEE

A. Purpose of Fee

Effective July 1, 1984, if an employee included under the provisions of Article I, Section A does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of regular membership dues, fees, and assessments charged by the Association to its own members for the membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the membership dues, fees, and assessments charged by the Association to its own members. The representation fee has been set at 85 percent of that amount solely because that is the maximum presently allowed by law. Should the law be changed in this regard, the amount of that

representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Reduction and Transmission of Fee

1. Notification

   At the beginning of each membership year covered in whole or in part by this Agreement, the Association in conjunction with the Board Secretary will establish a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will submit the amount so deducted to the Association.

2. Payroll Deduction Schedule

   The schedule for the deduction of representation fees and the transmission of such fees to the Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.

3. Changes

   The Association will notify the Board in writing of any changes in the list provided for in Section C, #1 of this article and/or in the amount of representation fee.

4. New Employees

   On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names, job titles, and dates of employment for all such employees.

ARTICLE XXIV
MISCELLANEOUS PROVISIONS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Copies of this Agreement may be printed within thirty (30) days after the Agreement is signed by either party at their own cost.

C. Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions of this Agreement, either party shall do so by telegram or certified letter at the following addresses:

1. If by Association to Board:

   Box 228

   Pemberton, New Jersey 08068-0228

2. If by Board to Association:

   Box 264

   Pemberton, New Jersey 08068

ARTICLE XXV
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2026 subject to the Association's rights to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

B. In witness whereof, the parties hereto have caused this Agreement to be signed by

PEMBERTON TOWNSHIP EDUCATION ASSOCIATION

President: Robert Horn

Secretary: Nancy M. Meyer

Date: Aug. 24, 2023

PEMBERTON TOWNSHIP BOARD OF EDUCATION

President: Tony Maldonado

Secretary: Patricia Jacorelli

Date: 8/29/23

Schedule A

Pemberton Township

Teachers' Salary Guide

2021-22									
Step	No Degree	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	59,056	59,756	61,239	62,723	64,205	65,688	67,171	68,654	70,137
2	59,356	60,056	61,539	63,023	64,505	65,988	67,471	68,954	70,437
3	59,656	60,356	61,839	63,323	64,805	66,288	67,771	69,254	70,737
4	59,956	60,656	62,139	63,623	65,105	66,588	68,071	69,554	71,037
5	60,256	60,956	62,439	63,923	65,405	66,888	68,371	69,854	71,337
6	63,356	64,056	65,539	67,023	68,505	69,988	71,471	72,954	74,437
7	66,956	67,656	69,139	70,623	72,105	73,588	75,071	76,554	78,037
8	69,756	70,456	71,939	73,423	74,905	76,388	77,871	79,354	80,837
9	73,256	73,956	75,439	76,923	78,405	79,888	81,371	82,854	84,337
10	78,411	79,111	80,594	82,078	83,560	85,043	86,526	88,009	89,492
11	84,111	84,811	86,294	87,778	89,260	90,743	92,226	93,709	95,192
12	90,073	90,773	92,256	93,740	95,222	96,705	98,188	99,671	101,154

Longevity: Continuous Years of Service in District

- An additional $300 is granted at the start of the school year following the completion of the 9th year of service in Pemberton Township.
- An additional $600 is granted at the start of the school year following the completion of the 15th year of service in Pemberton Township.
- An additional $200 is granted at the start of the school year following the completion of the 20th year of service in Pemberton Township.
- An additional $500 is granted at the start of the school year following the completion of the 25th year of service in Pemberton Township.
- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A

Pemberton Township

Teachers' Salary Guide

2022-23									
Step	No Degree	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	59,930	60,630	62,113	63,597	65,079	66,562	68,045	69,528	71,011
2	60,230	60,930	62,413	63,897	65,379	66,862	68,345	69,828	71,311
3	60,530	61,230	62,713	64,197	65,679	67,162	68,645	70,128	71,611
4	60,830	61,530	63,013	64,497	65,979	67,462	68,945	70,428	71,911
5	61,130	61,830	63,313	64,797	66,279	67,762	69,245	70,728	72,211
6	64,230	64,930	66,413	67,897	69,379	70,862	72,345	73,828	75,311
7	67,830	68,530	70,013	71,497	72,979	74,462	75,945	77,428	78,911
8	71,130	71,830	73,313	74,797	76,279	77,762	79,245	80,728	82,211
9	74,730	75,430	76,913	78,397	79,879	81,362	82,845	84,328	85,811
10	79,930	80,630	82,113	83,597	85,079	86,562	88,045	89,528	91,011
11	85,630	86,330	87,813	89,297	90,779	92,262	93,745	95,228	96,711
12	91,573	92,273	93,756	95,240	96,722	98,205	99,688	101,171	102,654

Longevity: Continuous Years of Service in District

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Schedule A

Pemberton Township

Teachers' Salary Guide

2023-24									
Step	No Degree	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	60,823	61,523	63,006	64,490	65,972	67,455	68,938	70,421	71,904
2	61,123	61,823	63,306	64,790	66,272	67,755	69,238	70,721	72,204
3	61,423	62,123	63,606	65,090	66,572	68,055	69,538	71,021	72,504
4	61,723	62,423	63,906	65,390	66,872	68,355	69,838	71,321	72,804
5	62,023	62,723	64,206	65,690	67,172	68,655	70,138	71,621	73,104
6	65,123	65,823	67,306	68,790	70,272	71,755	73,238	74,721	76,204
7	68,723	69,423	70,906	72,390	73,872	75,355	76,838	78,321	79,804
8	72,368	73,068	74,551	76,035	77,517	79,000	80,483	81,966	83,449
9	76,068	76,768	78,251	79,735	81,217	82,700	84,183	85,666	87,149
10	81,428	82,128	83,611	85,095	86,577	88,060	89,543	91,026	92,509
11	87,128	87,828	89,311	90,795	92,277	93,760	95,243	96,726	98,209
12	93,073	93,773	95,256	96,740	98,222	99,705	101,188	102,671	104,154

Longevity: Continuous Years of Service in District

- An additional $300 is granted at the start of the school year following the completion of the 9th year of service in Pemberton Township.
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- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A

Pemberton Township

Teachers' Salary Guide

2024-25									
Step	**No Degree**	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	62,393	63,093	64,576	66,060	67,542	69,025	70,508	71,991	73,474
2	62,693	63,393	64,876	66,360	67,842	69,325	70,808	72,291	73,774
3	62,993	63,693	65,176	66,660	68,142	69,625	71,108	72,591	74,074
4	63,293	63,993	65,476	66,960	68,442	69,925	71,408	72,891	74,374
5	63,593	64,293	65,776	67,260	68,742	70,225	71,708	73,191	74,674
6	66,693	67,393	68,876	70,360	71,842	73,325	74,808	76,291	77,774
7	70,263	70,963	72,446	73,930	75,412	76,895	78,378	79,861	81,344
8	73,863	74,563	76,046	77,530	79,012	80,495	81,978	83,461	84,944
9	77,663	78,363	79,846	81,330	82,812	84,295	85,778	87,261	88,744
10	82,963	83,663	85,146	86,630	88,112	89,595	91,078	92,561	94,044
11	88,663	89,363	90,846	92,330	93,812	95,295	96,778	98,261	99,744
12	94,573	95,273	96,756	98,240	99,722	101,205	102,688	104,171	105,654

Longevity: Continuous Years of Service in District

- An additional $300 is granted at the start of the school year following the completion of the 9th year of service in Pemberton Township.
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- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A

Pemberton Township

Teachers' Salary Guide

2025-26									
Step	**No Degree**	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	65,378	66,078	67,561	69,045	70,527	72,010	73,493	74,976	76,459
2	65,878	66,578	68,061	69,545	71,027	72,510	73,993	75,476	76,959
3	66,378	67,078	68,561	70,045	71,527	73,010	74,493	75,976	77,459
4	66,878	67,578	69,061	70,545	72,027	73,510	74,993	76,476	77,959
5	67,878	68,578	70,061	71,545	73,027	74,510	75,993	77,476	78,959
6	69,378	70,078	71,561	73,045	74,527	76,010	77,493	78,976	80,459
7	72,178	72,878	74,361	75,845	77,327	78,810	80,293	81,776	83,259
8	75,778	76,478	77,961	79,445	80,927	82,410	83,893	85,376	86,859
9	79,578	80,278	81,761	83,245	84,727	86,210	87,693	89,176	90,659
10	84,878	85,578	87,061	88,545	90,027	91,510	92,993	94,476	95,959
11	90,473	91,173	92,656	94,140	95,622	97,105	98,588	100,071	101,554
12	96,073	96,773	98,256	99,740	101,222	102,705	104,188	105,671	107,154

Longevity: Continuous Years of Service in District

- An additional $300 is granted at the start of the school year following the completion of the 9th year of service in Pemberton Township.
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- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A-1

Pemberton Township

Child Study Team/Guidance Counselors' Salary Guide

(reflects compensation for additional work required by position)

2021-22								
Step	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	65,732	67,363	68,995	70,626	72,257	73,888	75,519	77,151
2	66,062	67,693	69,325	70,956	72,587	74,218	75,849	77,481
3	66,392	68,023	69,655	71,286	72,917	74,548	76,179	77,811
4	66,722	68,353	69,985	71,616	73,247	74,878	76,509	78,141
5	67,052	68,683	70,315	71,946	73,577	75,208	76,839	78,471
6	70,462	72,093	73,725	75,356	76,987	78,618	80,249	81,881
7	74,422	76,053	77,685	79,316	80,947	82,578	84,209	85,841
8	77,502	79,133	80,765	82,396	84,027	85,658	87,289	88,921
9	81,352	82,983	84,615	86,246	87,877	89,508	91,139	92,771
10	87,022	88,653	90,286	91,916	93,547	95,179	96,810	98,441
11	93,292	94,923	96,556	98,186	99,817	101,449	103,080	104,711
12	99,850	101,482	103,114	104,744	106,376	108,007	109,638	111,269

Longevity: Continuous Years of Service in District

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Schedule A-1

Pemberton Township

Child Study Team/Guidance Counselors' Salary Guide

(reflects compensation for additional work required by position)

2022-23								
Step	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	66,693	68,324	69,957	71,587	73,218	74,850	76,481	78,112
2	67,023	68,654	70,287	71,917	73,548	75,180	76,811	78,442
3	67,353	68,984	70,617	72,247	73,878	75,510	77,141	78,772
4	67,683	69,314	70,947	72,577	74,208	75,840	77,471	79,102
5	68,013	69,644	71,277	72,907	74,538	76,170	77,801	79,432
6	71,423	73,054	74,687	76,317	77,948	79,580	81,211	82,842
7	75,383	77,014	78,647	80,277	81,908	83,540	85,171	86,802
8	79,013	80,644	82,277	83,907	85,538	87,170	88,801	90,432
9	82,973	84,604	86,237	87,867	89,498	91,130	92,761	94,392
10	88,693	90,324	91,957	93,587	95,218	96,850	98,481	100,112
11	94,963	96,594	98,227	99,857	101,488	103,120	104,751	106,382
12	101,500	103,132	104,764	106,394	108,026	109,657	111,288	112,919

Longevity: Continuous Years of Service in District

- An additional $300 is granted at the start of the school year following the completion of the 9th year of service in Pemberton Township.
- An additional $600 is granted at the start of the school year following the completion of the 15th year of service in Pemberton Township.
- An additional $200 is granted at the start of the school year following the completion of the 20th year of service in Pemberton Township.
- An additional $500 is granted at the start of the school year following the completion of the 25th year of service in Pemberton Township.
- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A-1

Pemberton Township

Child Study Team/Guidance Counselors' Salary Guide

(reflects compensation for additional work required by position)

2023-24								
Step	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	67,675	69,307	70,939	72,569	74,201	75,832	77,463	79,094
2	68,005	69,637	71,269	72,899	74,531	76,162	77,793	79,424
3	68,335	69,967	71,599	73,229	74,861	76,492	78,123	79,754
4	68,665	70,297	71,929	73,559	75,191	76,822	78,453	80,084
5	68,995	70,627	72,259	73,889	75,521	77,152	78,783	80,414
6	72,405	74,037	75,669	77,299	78,931	80,562	82,193	83,824
7	76,365	77,997	79,629	81,259	82,891	84,522	86,153	87,784
8	80,375	82,006	83,639	85,269	86,900	88,531	90,163	91,794
9	84,445	86,076	87,709	89,339	90,970	92,601	94,233	95,864
10	90,341	91,972	93,605	95,235	96,866	98,497	100,129	101,760
11	96,611	98,242	99,875	101,505	103,136	104,767	106,399	108,030
12	103,150	104,782	106,414	108,044	109,676	111,307	112,938	114,569

Longevity: Continuous Years of Service in District

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- An additional $500 is granted at the start of the school year following the completion of the 25th year of service in Pemberton Township.
- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A-1

Pemberton Township

Child Study Team/Guidance Counselors' Salary Guide

(reflects compensation for additional work required by position)

2024-25								
Step	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	69,402	71,034	72,666	74,296	75,928	77,559	79,190	80,821
2	69,732	71,364	72,996	74,626	76,258	77,889	79,520	81,151
3	70,062	71,694	73,326	74,956	76,588	78,219	79,850	81,481
4	70,392	72,024	73,656	75,286	76,918	78,549	80,180	81,811
5	70,722	72,354	73,986	75,616	77,248	78,879	80,510	82,141
6	74,132	75,764	77,396	79,026	80,658	82,289	83,920	85,551
7	78,059	79,691	81,323	82,953	84,585	86,216	87,847	89,478
8	82,019	83,651	85,283	86,913	88,545	90,176	91,807	93,438
9	86,199	87,831	89,463	91,093	92,725	94,356	95,987	97,618
10	92,029	93,661	95,293	96,923	98,555	100,186	101,817	103,448
11	98,299	99,931	101,563	103,193	104,825	106,456	108,087	109,718
12	104,800	106,432	108,064	109,694	111,326	112,957	114,588	116,219

Longevity: Continuous Years of Service in District

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- An additional $500 is granted at the start of the school year following the completion of the 25th year of service in Pemberton Township.
- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

Schedule A-1

Pemberton Township

Child Study Team/Guidance Counselors' Salary Guide

(reflects compensation for additional work required by position)

2025-26								
Step	**BA**	**BA+15**	**BA+30**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**
1	72,686	74,317	75,950	77,580	79,211	80,842	82,474	84,105
2	73,236	74,867	76,500	78,130	79,761	81,392	83,024	84,655
3	73,786	75,417	77,050	78,680	80,311	81,942	83,574	85,205
4	74,336	75,967	77,600	79,230	80,861	82,492	84,124	85,755
5	75,436	77,067	78,700	80,330	81,961	83,592	85,224	86,855
6	77,086	78,717	80,350	81,980	83,611	85,242	86,874	88,505
7	80,166	81,797	83,430	85,060	86,691	88,322	89,954	91,585
8	84,126	85,757	87,390	89,020	90,651	92,282	93,914	95,545
9	88,306	89,937	91,570	93,200	94,831	96,462	98,094	99,725
10	94,136	95,767	97,400	99,030	100,661	102,292	103,924	105,555
11	100,290	101,922	103,554	105,184	106,816	108,447	110,078	111,709
12	106,450	108,082	109,714	111,344	112,976	114,607	116,238	117,869

Longevity: Continuous Years of Service in District

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- An additional $200 is granted at the start of the school year following the completion of the 20th year of service in Pemberton Township.
- An additional $500 is granted at the start of the school year following the completion of the 25th year of service in Pemberton Township.
- An additional $700 is granted at the start of the school year following the completion of the 30th year of service in Pemberton Township.
- An additional $1000 is granted at the start of the school year following the completion of the 34th year of service in Pemberton Township.

NOTE: There is no Schedule B. Schedule C follows Schedule A.

Schedule C

Extra-Curricular Salary Guides

Event	2021-22	2022-23	2023-24	2024-25	2025-26
High School					
Academic Team	2,694	2,802	2,802	2,802	2,802
Anime Club	2,993	3,113	3,113	3,113	3,113
Art Club	2,993	3,113	3,113	3,113	3,113
Band Assistant	3,804	3,956	3,956	3,956	3,956
Band Assistant - Summer	N/A	3,200	3,200	3,200	3,200
Band Director	5,454	5,672	5,672	5,672	5,672
Band Director - Summer	N/A	3,200	3,200	3,200	3,200
Band Equipment Transport - Fall	3,804	3,956	3,956	3,956	3,956
Band Equipment Transport - Spring	3,804	3,956	3,956	3,956	3,956
Band Movement Technician	2,377	2,472	2,472	2,472	2,472
Band Percussion Technician	2,377	2,472	2,472	2,472	2,472
Bible Club	2,993	3,113	3,113	3,113	3,113
Choir Director	2,993	3,113	3,113	3,113	3,113
CTE Coordinator	7,485	7,784	7,784	7,784	7,784
Culture Club	2,993	3,113	3,113	3,113	3,113
Dance Club (Formerly Latin Culture and Dance)	2,993	3,113	3,113	3,113	3,113
Debate Club (New)	N/A	N/A	3,113	3,113	3,113
Department Leads (ELA, Math, Science, Soc Studies)	1,837	1,910	1,910	1,910	1,910
FBLA	3,311	3,443	3,443	3,443	3,443
Freshman Class Advisor	3,234	3,363	3,363	3,363	3,363
Future Educators of America (Formerly Future Teachers)	2,993	3,113	3,113	3,113	3,113

Future Farmers of America	2,993	3,113	3,113	3,113	3,113
Future Health Professionals (Formerly HOSA)	3,311	3,443	3,443	3,443	3,443
Gender and Sexuality Alliance	2,993	3,113	3,113	3,113	3,113
Graphic Arts Club	2,993	3,113	3,113	3,113	3,113
Habitat for Humanity	2,993	3,113	3,113	3,113	3,113
National Honor Society	2,993	3,113	3,113	3,113	3,113
Interact Club	2,993	3,113	3,113	3,113	3,113
Jazz Ensemble	2,093	2,177	2,177	2,177	2,177
JROTC Color Guard/Raider Team	2,993	3,113	3,113	3,113	3,113
JROTC Drill/Rifle Team Advisor	2,993	3,113	3,113	3,113	3,113
Junior Class Advisor	4,085	4,248	4,248	4,248	4,248
Library Book Club	2,993	3,113	3,113	3,113	3,113
LOCK (Ladies of Character & Knowledge)	2,993	3,113	3,113	3,113	3,113
Majorette Head/Winter Guard	3,473	3,612	3,612	3,612	3,612
Math Team	2,993	3,113	3,113	3,113	3,113
MenTOUR	2,993	3,113	3,113	3,113	3,113
Morning Buzz Radio Show	2,995	3,115	3,115	3,115	3,115
Newspaper	3,444	3,582	3,582	3,582	3,582
Play Acting Coach	1,428	1,485	1,485	1,485	1,485
Play Art Director	2,185	2,272	2,272	2,272	2,272
Play Business Director	1,428	1,485	1,485	1,485	1,485
Play Choreographer	1,428	1,485	1,485	1,485	1,485
Play Director	4,009	4,169	4,169	4,169	4,169
Play Musical Director	2,185	2,272	2,272	2,272	2,272
Play Set Construction Director	1,915	1,992	1,992	1,992	1,992
Play Vocal Director	2,185	2,272	2,272	2,272	2,272

Robotics & Engineering (2)	2,993	3,113	3,113	3,113	3,113
Senior Class Advisor	4,085	4,248	4,248	4,248	4,248
Sewing and Tech Design	2,993	3,113	3,113	3,113	3,113
Skills USA	3,311	3,443	3,443	3,443	3,443
Sophomore Class Advisor	3,234	3,363	3,363	3,363	3,363
Student Council	4,524	4,705	4,705	4,705	4,705
Travel Club	2,993	3,113	3,113	3,113	3,113
Treasurer (Added March '22)	7,524	7,825	7,825	7,825	7,825
Weight Club (per season) (4)	1,381	1,436	1,436	1,436	1,436
WHY Advisor	2,993	3,113	3,113	3,113	3,113
Yearbook Business	4,745	4,935	4,935	4,935	4,935
Yearbook Head	5,958	6,196	6,196	6,196	6,196
Event	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Middle School					
Anchored 4 Life (Added April '22)	2,885	3,000	3,000	3,000	3,000
Anime Club	2,885	3,000	3,000	3,000	3,000
Art Club	2,885	3,000	3,000	3,000	3,000
Battle of the Books	2,885	3,000	3,000	3,000	3,000
Cheerleading	2,455	2,553	2,553	2,553	2,553
Chess and Games Club (Formerly Chess Club)	2,885	3,000	3,000	3,000	3,000
Choral Club	2,885	3,000	3,000	3,000	3,000
Coding Club	2,885	3,000	3,000	3,000	3,000
Cooking Club	2,885	3,000	3,000	3,000	3,000
Culture Club	2,885	3,000	3,000	3,000	3,000
Gender and Sexuality Alliance	N/A	N/A	N/A	3,000	3,000
Head Intramural	5,664	5,891	5,891	5,891	5,891

Instrumental Music Club	2,885	3,000	3,000	3,000	3,000
Interscholastic Assistant Coach	2,342	2,436	2,436	2,436	2,436
Interscholastic Coach	3,036	3,157	3,157	3,157	3,157
Intramural Coach	1,997	2,077	2,077	2,077	2,077
Mentorship Through Music	2,885	3,000	3,000	3,000	3,000
Music/Theater Arts Co-Director	2,985	3,104	3,104	3,104	3,104
National Junior Honor Society	2,885	3,000	3,000	3,000	3,000
Newspaper Club	2,885	3,000	3,000	3,000	3,000
Peer Mediation	2,885	3,000	3,000	3,000	3,000
Performance Team (Start 2024-25)	N/A	N/A	N/A	3,000	3,000
Robotics Club	2,885	3,000	3,000	3,000	3,000
Rogate/Model Congress	2,885	3,000	3,000	3,000	3,000
Student Council	2,885	3,000	3,000	3,000	3,000
Treasurer	2,434	2,531	2,531	2,531	2,531
Woodshop Club	2,885	3,000	3,000	3,000	3,000
Yearbook	2,885	3,000	3,000	3,000	3,000
Event	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Elementary					
African American Club (Haines)	1,994	2,074	2,074	2,074	2,074
Anchored 4 Life (Added Nov '21)	1,994	2,074	2,074	2,074	2,074
Elementary Honor Society Advisor	1,994	2,074	2,074	2,074	2,074
Safety	1,994	2,074	2,074	2,074	2,074
Theater Arts/Drama Club	1,994	2,074	2,074	2,074	2,074
Yearbook Advisor (2 DNCR, 1 Other Elementary Schools)	N/A	2,074	2,074	2,074	2,074
Event	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Hourly Rate					

Workshop Paraprofessional (outside of work day)	$19.68	$20.47	$20.47	$20.47	$20.47
Workshop Teacher (outside of work day)	$23.99	$24.95	$24.95	$24.95	$24.95
Workshop Support Staff (outside of work day)	$15.37	$15.98	$15.98	$15.98	$15.98
Teacher	$42.05	$43.73	$43.73	$43.73	$43.73
Paraprofessional	$30.05	$31.25	$31.25	$31.25	$31.25
Support Staff	$18.04	$18.76	$18.76	$18.76	$18.76
Event	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Stipends					
H.S. Head Guidance Counselor	7,338	7,632	7,632	7,632	7,632
H.S. Team Facilitator (Academy)	3,602	3,746	3,746	3,746	3,746
M.S. Team Facilitator (Grades 6-8)	1,200	1,248	1,248	1,248	1,248
M.S. PLC Facilitator	1,200	1,248	1,248	1,248	1,248
M.S. AVID Facilitator	1,200	1,248	1,248	1,248	1,248
M.S. Read 180 Facilitator	1,200	1,248	1,248	1,248	1,248
M.S. Intervention and Enrichment Facilitator	1,200	1,248	1,248	1,248	1,248
Lead Security Monitors – H.S. (2), M.S. (1)	1,339	1,393	1,393	1,393	1,393
Elementary Lead Teacher	2,400	2,496	2,496	2,496	2,496

Revised 7/1/2022

Schedule D

Coaches' Salary Guide

	2021-22	2022-23	2023-24	2024-25	2025-26
Football Head	8,470	8,809	8,809	8,809	8,809
Football Assistant	6,277	6,528	6,528	6,528	6,528
Wrestling Head	8,229	8,558	8,558	8,558	8,558
Wrestling Assistant	6,025	6,266	6,266	6,266	6,266
Basketball Head (B & G)	8,229	8,558	8,558	8,558	8,558
Basketball Assistant (B & G)	6,025	6,266	6,266	6,266	6,266
Baseball Head	7,157	7,443	7,443	7,443	7,443
Baseball Assistant	5,556	5,779	5,779	5,779	5,779
Softball Head	7,157	7,443	7,443	7,443	7,443
Softball Assistant	5,556	5,779	5,779	5,779	5,779
Soccer Head (B & G)	7,157	7,443	7,443	7,443	7,443
Soccer Assistant (B & G)	5,556	5,779	5,779	5,779	5,779
Field Hockey Head	7,157	7,443	7,443	7,443	7,443
Field Hockey Assistant	5,556	5,779	5,779	5,779	5,779
Spring Track Head (B & G)	7,017	7,298	7,298	7,298	7,298
Spring Track Assistant (B & G)	5,447	5,665	5,665	5,665	5,665
Winter Track Head	6,379	6,634	6,634	6,634	6,634
Winter Track Assistant	4,889	5,085	5,085	5,085	5,085
Cross Country Head	6,379	6,634	6,634	6,634	6,634
Swimming Head	6,379	6,634	6,634	6,634	6,634
Swimming Assistant	4,889	5,085	5,085	5,085	5,085
Cheerleading Head – Fall	5,166	5,373	5,373	5,373	5,373
Cheerleading Head – Winter	5,166	5,373	5,373	5,373	5,373
Cheerleading Assistant – Fall	4,119	4,284	4,284	4,284	4,284

Cheerleading Assistant – Winter	4,119	4,284	4,284	4,284	4,284
Bowling Head	6,379	6,634	6,634	6,634	6,634
Bowling Assistant	4,889	5,085	5,085	5,085	5,085
Tennis Head (B & G)	6,379	6,634	6,634	6,634	6,634
Tennis Assistant	4,889	5,085	5,085	5,085	5,085
Golf Head	6,379	6,634	6,634	6,634	6,634
Athletic Trainer – Full Time	5,556	5,779	5,779	5,779	5,779
Athletic Trainer – Winter (part-time)	4,325	4,498	4,498	4,498	4,498
Athletic Trainer – Spring (part-time)	4,325	4,498	4,498	4,498	4,498
Sports – Per Event	$44.00	$45.76	$45.76	$45.76	$45.76

Revised 7/1/2022

Schedule E

Custodians/Grounds/Maintenance/TV Technician Salary Guide

2021-22		
Step	**Cust/Grnd**	**Maint/TV**
1	31,492	55,174
2	32,021	56,199
3	32,656	57,247
4	33,333	58,315
5	33,545	60,283
6	34,655	62,251
7	36,732	64,800
8	38,808	-
9	41,430	-
10	44,053	-
11	46,950	-
12	52,008	-

2022-23		
Step	**Cust/Grnd**	**Maint/TV**
1	32,331	56,013
2	32,860	57,038
3	33,495	58,086
4	34,172	59,154
5	34,384	61,122
6	35,494	63,090
7	37,571	65,639
8	39,647	-
9	42,269	-
10	44,892	-
11	47,789	-
12	52,847	-

2023-24		
Step	**Cust/Grnd**	**Maint/TV**
1	33,257	56,939
2	33,786	57,964
3	34,421	59,012
4	35,098	60,080
5	35,310	62,048
6	36,420	64,016
7	38,497	66,565
8	40,573	-
9	43,195	-
10	45,818	-
11	48,715	-
12	53,773	-

2024-25		
Step	**Cust/Grnd**	**Maint/TV**
1	34,214	57,896
2	34,743	58,921
3	35,378	59,969
4	36,055	61,037
5	36,267	63,005
6	37,377	64,973
7	39,454	67,522
8	41,530	-
9	44,152	-
10	46,775	-
11	49,672	-
12	54,730	-

2025-26		
Step	**Cust/Grnd**	**Maint/TV**
1	35,164	58,846
2	35,693	59,871
3	36,328	60,919
4	37,005	61,987
5	37,217	63,955
6	38,327	65,923
7	40,404	68,472
8	42,480	-
9	45,102	-
10	47,725	-
11	50,622	-
12	55,680	-

Extra Stipend Per Month	2021-2026

Head Custodians

High School, Helen Fort, Newcomb, PECEC and Denbo-Crichton	$503.00

Others and Night in Charge	$325.00

Extra Per Year	2021-2026
Black Seal	$294.00
Black Seal – Head Custodian/Maintenance	$405.00
Elementary Night Person in Charge	$350.00

TV Technician Stipend	2021-2026
	$5,785.00

Note: Stipend is for AV repairs.

Plus 30-Day Flex Schedule (10 per season – fall, winter, spring)

Longevity: Continuous Years of Service in District

	2021-2026
After 9 years	$300.00
After 14 years	$400.00
After 20 years	$900.00
After 25 years	$1,400.00
After 30 years	$2,100.00
After 34 years	$3,100.00

Schedule E

Part-Time Custodians

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	15,746	16,166	16,629	17,107	17,582
2	16,011	16,430	16,893	17,372	17,847
3	16,328	16,748	17,211	17,689	18,164
4	16,667	17,086	17,549	18,028	18,503
5	16,727	17,192	17,644	18,134	18,608
6	17,328	17,747	18,210	18,689	19,164
7	18,366	18,786	19,249	19,727	20,202
8	19,904	19,824	20,287	20,765	21,240
9	20,715	21,135	21,598	22,076	22,551
10	22,027	22,446	22,591	23,388	23,863
11	23,475	23,895	24,358	24,836	25,311
12	26,004	26,424	26,887	27,365	27,840

Schedule F

Cafeteria Workers'/Clerks' Salary Guide

2021-22		
Step	**Wrkr**	**FS Clk**
1	21,524	32,241
2	22,237	32,681
3	22,950	33,121
4	23,663	33,561
5	24,376	34,001
6	25,089	34,441
7	25,802	34,881
8	26,515	35,518
9	27,228	36,151
10	27,941	36,784
11	28,654	37,417
12	29,367	38,050
13	30,251	38,734

2022-23		
Step	**Wrkr**	**FS Clk**
1	22,363	33,080
2	23,076	33,520
3	23,789	33,960
4	24,502	34,400
5	25,215	34,840
6	25,928	35,280
7	26,641	35,720
8	27,354	36,357
9	28,067	36,990
10	28,780	37,623
11	29,493	38,256
12	30,206	38,889
13	31,090	39,573

2023-24		
Step	**Wrkr**	**FS Clk**
1	23,289	34,006
2	24,002	34,446
3	24,715	34,886
4	25,428	35,326
5	26,141	35,766
6	26,854	36,206
7	27,567	36,646
8	28,280	37,283
9	28,993	37,916
10	29,706	38,549
11	30,419	39,182
12	31,132	39,815
13	32,016	40,499

2024-25		
Step	**Wrkr**	**FS Clk**
1	24,246	34,963
2	24,959	35,403
3	25,672	35,843
4	26,385	36,283
5	27,098	36,723
6	27,811	37,163
7	28,524	37,603
8	29,237	38,240
9	29,950	38,873
10	30,663	39,506
11	31,376	40,139
12	32,089	40,772
13	32,973	41,456

2025-26		
Step	**Wrkr**	**FS Clk**
1	25,196	35,913
2	25,909	36,353
3	26,622	36,793
4	27,335	37,233
5	28,048	37,673
6	28,761	38,113
7	29,474	38,553
8	30,187	39,190
9	30,900	39,823
10	31,613	40,456
11	32,326	41,089
12	33,039	41,722
13	33,923	42,406

Extra Stipend Per Month		2021-2026
Head Cafeteria Worker at High School, Helen Fort, Denbo-Crichton and PECEC The Head Cafeteria Worker assigned to Newcomb as of June 30, 2021, shall retain the head cafeteriacWorkers Stipend should she be involuntarily transferred to a school not listed in this schedule.		$230
All Others		$174
Second Cafeteria Worker at High School, Helen Fort, Newcomb and PECEC		$68
Receiving Cook		$25
All Others		$46

Longevity: Continuous Years of Service in District

	2021-2026
After 9 years	$300.00
After 14 years	$400.00
After 20 years	$900.00
After 25 years	$1,400.00
After 30 years	$2,100.00
After 34 years	$3,100.00

Schedule G

Secretaries Salary Guide

	2021-2022		2022-2023	2023-2024	2024-2025	2025-2026
Step	**3-12**	**4-12**	**4-12**	**4-12**	**4-12**	**4-12**
1	36,929	37,668	38,507	39,433	40.390	41,340
2	37,136	37,879	38,718	39,644	40,601	41,551
3	37,665	38,418	39,257	40,183	41,140	42,090
4	37,942	38,702	39,541	40,467	41,424	42,374
5	38,300	39,067	39,906	40,832	41,789	42,739
6	39,931	40,731	41,570	42,496	43,453	44,403
7	41,501	42,333	43,172	44,098	45,055	46,005
8	44,564	45,459	46,298	47,224	48,181	49,131
9	47,627	48,584	49,423	50,349	51,306	52,256
10	50,691	51,710	52,549	53,475	54,432	55,382
11	54,305	55,398	56,237	57,163	58,120	59,070
12	58,321	59,496	60,335	61,261	62.218	63,168

Secretaries to Directors receive an annual $1,000.00 stipend at each step.

Longevity: Continuous Years of Service in District

After 9 years	$300
After 14 Years	$500
After 20 years	$1000
After 25 years	$1500
After 30 years	$2200
After 34 years	$3200

Classifications of Secretaries

4	a.	Secretary to Asst. Principals
	b.	High School Guidance Secretaries
	c.	Child Study Team Secretaries
	d.	Secretary to Supervisor - Child Study Team
	e.	Secretary - Federal-State Programs/Title 1
	f.	Secretary - Curriculum
	g.	Secretary to Athletic Supervisor
	h.	Secretary to Supervisor of Food Services
	i.	Main Office Secretary
	j.	Food Service Secretary
	k.	Middle School Guidance Secretary
	l.	Secretary to Computer Services
	m.	Secretary to Central Registration
	n.	Secretary to Maintenance/Grounds
	o.	Secretary to 21st Century
	p.	Secretary to Wrap-Around Program
	q.	Print Material Secretary
	r.	Secretary to Director of Instructional Services
	s.	Secretary to Director of Student Personnel Services
	t.	Secretary to Principals
	u.	Secretary to Transportation Coordinator
	v.	Secretary to Director of Media Services
	w.	Secretary to Director of Early Childhood
	x.	Secretary to Asst. Superintendent Elementary
	y.	Secretary – Data Entry Maintenance
	z.	Secretary to Asst. Director Counseling/Health/Nurses
	aa.	Secretary to Asst. Director Special Services

	ab.	Secretary to Chief Academic Officer
	ac.	Secretary to Director of Facilities
	ad.	Secretary to Security Chief

Schedule H

Aides', Teaching Assistants', Security Personnel Salary Guide

2021-22				2022-23			2023-24		
Step	Health/ Lib	TA	Class	Health/ Lib	TA	Class	Health/ Lib	TA	Class
1	29,170	36,935	26,279	30,009	37,774	27,118	30,935	38,700	28,044
2	29,829	38,341	26,503	30,668	39,180	27,342	31,594	40,106	28,268
3	30,488	39,746	26,727	31,327	40,585	27,566	32,253	41,511	28,492
4	31,147	41,265	26,952	31,986	42,104	27,791	32,912	43,030	28,717
5	31,806	41,490	27,575	32,645	42,329	28,414	33,571	43,255	29,340
6	32,465	41,716		33,304	42,555		34,230	43,481	
7	33,124	41,938		33,963	42,777		34,889	43,703	
8		42,274			43,113			44,039	
9		43,009			43,848			44,774	

2024-25				2025-26		
Step	Health/ Lib	TA	Class	Health/ Lib	TA	Class
1	31,892	39,657	29,001	32,842	40,607	29,951
2	32,551	41,063	29,225	33,501	42,013	30,175
3	33,210	42,468	29,449	34,160	43,418	30,399
4	33,869	43,987	29,674	34,819	44,937	30,624
5	34,528	44,212	30,297	35,478	45,162	31,247
6	35,187	44,438		36,137	45,388	
7	35,846	44,660		36,796	45,610	
8		44,996			45,946	
9		45,731			46,681	

Security & Sysop

	2021-22		2022-23		2023-24	
Step	Security	SYSOP	Security	SYSOP	Security	SYSOP
1	35,949	56,324	36,788	57,163	37,714	58,089
2	36,781	-	37,620	-	38,546	-
3	37,613	-	38,452	-	39,378	-
4	38,445	-	39,284	-	40,210	-
5	39,277	-	40,116	-	41,042	-
6	40,109	-	40,948	-	41,874	-
7	44,223	-	45,062	-	45,988	-
8	44,579	-	45,418	-	46,344	-
9	45,351	-	46,190	-	47,116	-

	2024-25		2025-26	
Step	Security	SYSOP	Security	SYSOP
1	38,671	59,046	39,621	59,996
2	39,503	-	40,453	-
3	40,335	-	41,285	-
4	41,167	-	42,117	-
5	41,999	-	42,949	-
6	42,831	-	43,781	-
7	46,945	-	47,895	-
8	47,301	-	48,251	-
9	48,073	-	49,023	-

Elementary Classroom Aide with 15 Extra Minutes

Grades K – 5 Only

	2021-22	2022-23	2023-24	2024-25	2025-26
Step	**Aide+15**	**Aide+15**	**Aide+15**	**Aide+15**	**Aide+15**
1	27,200	28,039	28,965	29,922	30,872
2	27,432	28,271	29,197	30,154	31,104
3	27,665	28,504	29,430	30,387	31,337
4	27,898	28,737	29,663	30,620	31,570
5	28,539	29,378	30,304	31,261	32,211

Elementary Classroom Paraprofessional with 15 Extra Minutes

Grade K – 5 Only

	2021-22	2022-23	2023-24	2024-25	2025-26
Step	**Para+15**	**Para+15**	**Para+15**	**Para+15**	**Para+15**
1	38,265	39,104	40,030	40,987	41,937
2	39,725	40,564	41,490	42,447	43,397
3	41,185	42,024	42,950	43,907	44,857
4	42,762	43,601	44,527	45,484	46,434
5	42,996	43,835	44,761	45,718	46,668
6	43,230	44,069	44,995	45,952	46,902
7	43,461	44,300	45,226	46,183	47,133
8	43,810	44,649	45,575	46,532	47,482
9	44,567	45,406	46,332	47,289	48,239

Longevity: Continuous Years of Service in District

	2021-26
After 9 years	$300
After 14 Years	$500
After 20 years	$1000
After 25 years	$1500
After 30 years	$2200
After 34 years	$3200

Workshops: Classroom Aides will receive an hourly rate of $18.76 for the duration of the contract.

Specialized Aides will receive a stipend of $1,061.00 for the duration of the contract. This will be prorated per month with no less than a one-month block of time ($83 per month). Health, Library and Classroom Aides (excluding Teaching Assistants) and Security Personnel who receive sixty (60) college credits or Early Childhood Education Credentials and Certification from an accredited college or university shall receive a $318.00 increase in their base salary. All Aides, including Teaching Assistants, who receive a Bachelor's degree, shall receive a $318.00 increase in their base salary. To receive credit, application must be made per district policies and procedures.

	Aides	Security Personnel	Teaching Assistants
	2021-26	2021-26	N/A
Stipend	$318.00	$318.00	
Requirement	60 credits or ECE credentials	60 credits or ECE credentials	

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