

New Jerusalem Educators' Association Bargaining Unit Master Contract

MASTER AGREEMENT BETWEEN THE NEW JERUSALEM
ELEMENTARY SCHOOL DISTRICT
AND
NEW JERUSALEM EDUCATORS' ASSOCIATION
BARGAINING UNIT
July 1, 2025 – June 30, 2028

Kellyann Reis
District Superintendent

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ARTICLE I
AGREEMENT

- 1.1. The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the New Jerusalem School District (“Board”) and the New Jerusalem Educators’ Association (“Association”), an employee organization.
- 1.2. This agreement is entered into pursuant to Chapter 10.7, Section 3540-3549 of the Government Code (“Act”).

ARTICLE II
RECOGNITION

- 2.1. The Board recognizes the Association as the exclusive representative of all certificated employees of the Board – excluding management, confidential and supervisory employees, as designated by the Board – for the purposes of meeting and negotiating.

ARTICLE III
DEFINITIONS

- 3.1. “Teacher” refers to any employee who is included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions of this Agreement.
- 3.2. “Workday” means any day a unit member is required to be present at the school site.
- 3.3. “Negotiate in good faith” means a serious and honest effort on the part of each party to reach agreement.
- 3.4. “Paid Leave of Absence” means that a teacher shall be entitled (a) to receive wages and all fringe benefits including but not limited to, insurance and retirement benefits, and (b) to receive credit for all annual salary increments provided during his/her leave.
- 3.5. “Unpaid no-benefit leave” means the employee receives no benefit of employment except the right to return to duty assignment as specified by the District. Employee may continue N.J.S. benefits at his/her own expense.
- 3.6. “Immediate family” means spouse, children, parents, grandparents, siblings or grandchildren of the teacher.
- 3.7. “Family” means any other relative of the teacher.
- 3.8. “Daily rate of pay” means the teacher’s annual salary divided by the number of days he/she is contracted by the Board to be present for duty.

ARTICLE IV
NEGOTIATION PROCEDURES

- 4.1. At the regular Board meeting in November, the Association shall present its opening proposal in written form for the current school year. The Board shall, upon request and after the Public Disclosure laws have been

- complied with, meet and negotiate in good faith with the Association regarding proposed changes to his/her contract. All negotiated changes shall be presented in written form at a public Board meeting for ratification.
- 4.2. Either party may utilize the services of outside consultants to assist in the negotiations.
 - 4.3. The Board and the Association may discharge their representative duties by means of authorized officers, individual representatives or committees.
 - 4.4. Negotiations shall take place at mutually agreed times and places.
 - 4.5. The Board shall furnish the Association with one (1) copy of all prepared District reports that are a matter of public record.
 - 4.6. No later than October 15, the Board shall furnish the Association with the placement of personnel on the respective salary schedule as of October 1.
 - 4.7. A Board agenda will be submitted to a bargaining unit representative forty-eight (48) hours before the Board meeting and minutes will be given to the Association president ninety-six (96) hours after the Board meeting.

ARTICLE V PERSONNEL FILES

- 5.1. An employee of the District shall have the right to review the contents of his/her own personnel file maintained by the New Jerusalem School District. An Association representative may, at the employee's request, accompany him/her in this review.
- 5.2. The Board shall not base any adverse action against a unit member upon materials which are contained in such teacher's personnel file unless the materials had been placed in the file at the time of the incident giving rise to such materials and the teacher had been notified at such time that such materials were being placed in the file.
- 5.3. No anonymous material shall be placed in the personnel file of a teacher.
- 5.4. A unit member shall be provided any negative or derogatory material before it is placed in his/her personnel file. He/She shall also be given an opportunity during the school day, without loss of pay, to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- 5.5. Upon written authorization by the unit member, a representative of the Association shall be permitted to examine and/or obtain a copy of materials in such teacher's personnel file.
- 5.6. The person or persons who draft and/or place material in a teacher's personnel file shall sign the material and signify the date on which such material was drafted and placed in the file.
- 5.7. The Board shall keep a log indicating the persons who have requested to examine a unit member's personnel file as well as the dates such requests were made. Such log shall be available for examination by the teacher or his/her Association representative, if so authorized by the teacher.

- 5.8. Access to a Unit Member's personnel files shall be limited to the members of the District Administration on a need to know basis; and to the Board and/or the Administration during Executive Session. The contents of all personnel files shall be kept in the strictest confidence.
- 5.9. Negative or derogatory material in a teacher's personnel file shall be expunged after remaining in the file for a period of three (3) years. Any material related to a hearing in which charges were found unwarranted by an agency or the court of final jurisdiction shall be expunged from the file.
- 5.10. The District shall maintain the teacher's personnel files at the District office.

ARTICLE VI GRIEVANCE PROCEDURE

A. DEFINITIONS:

- 6.1. A "Grievance" is a claim by one or more-unit members that there has been a violation, misinterpretation or mis-application of a provision of this agreement that adversely affects the unit member or members.
- 6.2. An "Aggrieved Person" is the unit member or members making the claim.
- 6.3. A "Party in Interest" is any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE:

- 6.4. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 6.5. Nothing contained herein will be construed as limiting the right of any unit member having a grievance to initiate a discussion of the matter informally with the Superintendent/Principal, and to have the grievance adjusted without intervention by the Association, provided that the adjustment is not inconsistent with terms of this agreement and that the Association has been given a written copy of the grievance, proposed solution and has had an opportunity to respond in writing prior to the implementation of the solution.
- 6.6. Since it is important that the grievances be processed as rapidly as possible, the time limits specified at each level should be considered to be maximums and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.
- 6.7. 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 year, could result in harm to an aggrieved person, the time limits set forth herein will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as practicable.

C. PROCEDURE:

- 6.8. LEVEL ONE: An aggrieved person will first discuss the grievance with the principal; either directly or through the Association's designated Grievance Representative with the objective of resolving the matter informally.
- 6.9. LEVEL TWO - ALTERNATIVE ONE: If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no written decision has been rendered within five (5) days after presentation of the grievance, he/she may file a grievance in writing simultaneously with the Association and the Board within ten (10) days after the written decision at Level One.
- 6.10. Within ten (10) days after receipt of the written grievance by the Board, the Board or its designee will meet with the aggrieved person and a representative of the Association in an effort to resolve it. The decision of the Board will be final and binding on all parties.
- 6.11. LEVEL TWO - ALTERNATIVE TWO: The aggrieved person, as an alternative, may request in writing that his/her grievance be submitted to mediation. If any question arises as to the mediation of the grievance, such questions will be ruled upon by the Mediator before he/she hears the merits of the grievance.
- 6.12. The parties shall select a mediator from a list of five (5) names furnished by the California State Conciliation Service. Each party shall strike one name in turn until only one name shall remain. First party to strike a name shall be chosen by lot.
- 6.13. The mediator's decision will be in writing and will set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The mediator will be without power or authority by law and shall be limited in his/her decision to the enforcement of terms and provisions of this contract. The decision of the mediator will be submitted to the Board and the Association. Either party not satisfied with the decision of the mediator may, within ten (10) days appeal the decision to the Board. The Board shall review the record and within thirty (30) days render a final and binding decision on all parties.

D. RIGHTS OF TEACHERS TO REPRESENTATION:

- 6.14. No reprisal of any kind will be taken by the District against any participant in the grievance procedure by reason of such participation.
- 6.15. A Unit member may be represented at all stages of the grievance procedure by himself/herself or at his/her option by a representative selected by the Association. If a teacher is not represented by the Association or its representative, the Association shall have the right to be present and state its views at any Board of Education meeting or mediation hearing level.

E. MISCELLANEOUS:

- 6.16. Decisions rendered at Levels One and Two of the grievance procedure will be in writing, setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in the interest and to the Association. Time limits for appeal provided in each level shall begin the day following receipt of written decision by the parties in interest.
- 6.17. When it is necessary for a representative designated by the Association to attend a grievance meeting or hearing during the day, he/she will, upon notice to his/her Principal or immediate superior by the President of the Association, be released without loss of pay, sick leave or personal leave in order to permit participation in the hearing. Any unit member who is requested to appear in such meetings or hearings as a witness will be accorded the same rights.
- 6.18. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
- 6.19. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the District, after consultation with the Association so as to facilitate operation of the grievance procedure.

ARTICLE VII PUBLIC CHARGES

- 7.1. Any citizen or parent complaint about a teacher shall be reported to the teacher within two (2) working days by the administrator or Board member receiving the complaint.
- 7.2. Should the involved teacher or the complainant believe the allegations in the complaint warrant a meeting, the Superintendent shall attempt to schedule a meeting between the teacher and the complainant. At the request of the teacher, an Association representative may be present at the meeting. If the complainant refuses to attend the meeting, the complaint shall not be utilized by the District in any evaluation or disciplinary action against the teacher. This meeting is to take place no later than 5 working days after the complaint has been reported to the teacher.
- 7.3. If the matter is not resolved at the meeting, to the satisfaction of the complainant, he/she may put his/her complaint in writing and submit the original to the teacher with a copy to the Superintendent. The written complaint is to be filed no later than 3 working days after the meeting. The teacher shall have the right to respond to the complaint both orally and in writing, and to have any written response attached to the complaint. Documentation utilized during this procedure shall be maintained as confidential and in a file separate from the teacher's personnel file. If no written complaint is received the matter shall be dropped.

- 7.4. Upon receipt of a written complaint, the teacher shall be given time during the duty day, without salary deduction, to review the complaint. If the teacher challenges the truth of the allegations contained in the complaint, he/she may request an investigation by the Superintendent. A finding to the effect that such allegations are untrue shall result in the immediate destruction of the written complaint. Should the result of the investigation not be satisfactory to the teacher, a grievance may be initiated to determine the validity of the complaint. The Superintendent's investigation of a written complaint is to take no longer than 20 working days after the written complaint is received.
- 7.5. Complaints which are withdrawn, anonymous, deal with a teacher's personal life, shown to be false, or are not sustained by the grievance procedure, shall neither be placed in the teacher's personnel file nor utilized in any evaluation or disciplinary action against the teacher.
- 7.6. Should the grievance procedure show the allegations of the complaint to be true, then the documentation regarding the complaint may be placed in the teacher's personnel file. A teacher will have 10 working days to prepare a response before the complaint is placed in the personnel file. Should the Superintendent's investigation show the allegations of the complaint to be true, and the teacher chooses not to proceed with a grievance, the complaint may be placed in the personnel file. The teacher will have 10 working days to prepare a response, to be attached to the complaint and may also respond verbally.

ARTICLE VIII HOURS OF EMPLOYMENT

- 8.1 The regular guidelines of school hours for the unit members are from 8:00 a.m. until 3:30 p.m. It is recognized that occasionally assigned duties and meetings will require attendance on campus beyond 3:30 p.m. and all classroom teachers will remain on campus when so requested. Based on this recognition, certificated employees may request of their Principal that they be released earlier than the normal departure time when there is a need for a release of a continuing nature. Such approval is at the discretion of the Superintendent/Principal. All employees shall carry out their classroom assignments and such other additional duties that are assigned on a rotating and non-rotating basis. Rotating duties shall be assigned in a balanced manner so that all employees assume a fair share of such duties. The administration shall make the final decision in the assignment of these duties. Traditional duties shall include: (a) All teachers: parent/teacher conferences, faculty meetings, supervision duties during daily contracted hours and the following: attendance/participation at Back to School Night, School Carnival (4 hours) and either Winter Program or 8th Grade Graduation. (b) As assigned: GATE Coordinator/Teacher, Yearbook Advisor, Sports Coordinator, English Language Development Coordinator, PAR Teacher, and Teacher-in-Charge. These duties shall be assigned in a balanced manner by the Superintendent/Principal. Insofar as practicable, assignments will be made by May 30th of each year. The certificated calendar will be for 184 days, including 180 school days and 4 days for orientation.

ARTICLE IX
TENURE

- 9.1. Henceforth, tenure will be granted to all certificated staff members who have completed 2 years of successful teaching. Tenure is granted on the first working day at the start of the 3rd year of teaching.

ARTICLE X
LEAVES

- 10.1. SICK LEAVE: Every teacher shall be entitled to ten (10) days of paid sick leave per regular school year of employment.
- a. Unused sick leave shall accrue from school year to school year.
 - b. At the beginning of the school year, every teacher shall receive a sick leave allotment credit, equal to his/her sick leave entitlement for the school year.
 - c. The Board shall provide each teacher with a written statement of (1) his/her accrued sick leave total and (2) his/her sick leave entitlement for the school year. Such statement shall be provided no later than October 15th of each school year.
 - d. The early morning call-in for a substitute shall be 6:00 a.m., no later than 6:30 a.m.
 - e. Sick leave will be granted for the unit member's physical well-being when his/her family welfare is involved.
- 10.2. ABSENCE OTHER THAN ILLNESS (CLASS B):
- a. A certificated employee may be granted a Class B absence when in the judgment of the Superintendent/Principal the employee's professional, civic, or economic welfare are involved. Such absences shall not be granted for recreation. The Superintendent/Principal may also approve a Class B absence for a certificated person who is obligated to be unavoidably absent for other reasons. Daily deductions from salary for approved Class B absences shall be the per diem rate of substitutes. No more than three (3) days of Class B absences shall be granted to the certificated employee in any one (1) school year.
- 10.3. CHILD BONDING LEAVE:
The District agrees to provide Child Bonding Leave; also referred to as maternity or paternity leave, consistent with the requirements set forth in Assembly Bill 375 and Education Code section 44977.5.
- a. During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of maternity or paternity leave pursuant to Section 12945.2 of the Government Code for a period of up to 12 school weeks, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional 12 weeks in which the absence occurs

shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee.

- b. For purposes of subdivision (a):
 - The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of maternity or paternity leave pursuant to Section 12945.2 of the Government Code.
 - An employee shall not be provided more than one 12-week period per maternity or paternity leave. However, if a school year terminates before the 12-week period is exhausted, the employee may take the balance of the 12-week period in the subsequent school year.
 - An employee on maternity or paternity leave pursuant to Section 12945.2 of the Government Code shall not be denied access to differential pay while on that leave.
- c. This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing school district.
- d. For purposes of this section, "maternity or paternity leave" means leave for reason of the birth of a child of the employee, or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

10.4. EXTENDED ILLNESS LEAVE: If a teacher has utilized all of his/her accumulated sick leave and is still absent from his/her duties due to illness or accident for a period of five (5) months or less, then the amount of salary deducted in any month shall not exceed the sum which is actually paid a substitute. The five (5) months or less pay during which the above deductions occur shall not begin until all other paid leave provisions for which he/she is eligible have been exhausted.

10.5. INDUSTRIAL ACCIDENT AND ILLNESS LEAVE: Section 44984 of the Education Code is supplemented as follows:

- a. A teacher shall be entitled to sixty (60) days leave.
- b. The total of the teacher's temporary disability indemnity and the portion of salary due him/her during his/her absence shall equal his/her full salary.
- c. A teacher shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as he/she and his/her physician agree that there has been such recovery.
- d. An industrial accident or illness as used in this paragraph means any injury or illness whose cause can be traced to the performance of services for the Board.
- e. The Board's report of an industrial accident or illness shall be kept on file in the District office.

- f. The benefits provided in this paragraph are in addition to sick leave benefits. Accordingly, the Board shall not deduct accumulated sick leave from the sick leave allotment of a teacher who is absent as the result of an industrial accident or illness.
- 10.6. PERSONAL NECESSITY LEAVE: Every teacher shall be entitled, at his or her discretion, to use up to six (6) consecutive days of his/her accumulated sick leave allotment in the case of personal necessity subject to the following restrictions:
- a. Within any three-year period, the employee may not take more than one such leave that exceeds two consecutive days. The employee must be full- time and have at least as much sick leave credit available as is requested for such leave.
 - (1) Exceptions may be granted by the administration and if granted, shall not be deemed precedent-setting, and cannot be used as the basis of any grievance against the District or in any unfair labor practice charge if denied.
 - (2) No more than one teacher at any given time may be on such leave.
 - (3) A teacher must request such leave in writing at least two weeks in advance. Such leave may be denied for administrative or other reasonable purposes. Personal necessity means any activity which cannot be conducted before or after the school day without causing inconvenience to the teacher.
 - b. A teacher shall not be required to secure advance permission to use personal necessity leave, particularly in those cases enumerated below:
 - (1) Death or serious illness of a member of his/her immediate family.
 - (2) Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.
- 10.7. BEREAVEMENT LEAVE: Every teacher shall be entitled to three (3) days of paid leave of absence, or five (5) days if travel of more than 200 miles is involved, because of the death of any member of his/her immediate family. For any other family member every teacher shall be entitled to one (1) day paid leave of absence or three (3) if travel of more than 200 miles is involved.
- 10.8. HEALTH LEAVE: The Board shall grant a teacher, upon request, a leave for health reasons. Such leave shall be for a minimum of one (1) semester and a maximum of one (1) school year.
- a. A statement by the teacher's physician to the effect that the teacher is entitled to such leave shall be furnished at the Board's request.
 - b. The teacher shall notify the Board of his/her intended return date at least two (2) weeks in advance.
 - c. Health leave shall be granted if a teacher is temporarily unable to perform his/her services because of illness, accident, or quarantine.
- 10.9. JURY DUTY: A teacher shall be entitled to as many days of paid leave as are necessary for appearance in any legal proceeding, including jury duty.
- 10.10. MILITARY LEAVE: Any certificated employee who is inducted or is otherwise ordered or called into active duty as a member of the armed forces of the United States shall be granted a military leave of absence.

- 10.11. OTHER LEAVES: The Board of Education may grant a leave of absence to any certificated employee for a purpose other than those listed above if such leave is for the convenience of the District.

ARTICLE XI
CERTIFICATED EMPLOYEE EVALUATIONS

- 11.1. EVALUATION-DUTIES OF TEACHERS: Teachers shall teach pupils to the best of their ability, under the supervision of the principal, in accordance with provisions of the Education Code, policies of the Board of Education, the adopted course of study, and other rules and regulations issued by the Superintendent, in accordance with the Agreement.
- a. A generalized job description shall be jointly developed by the Board and the Association. The job description shall be consistent with this contract and approved by both the Board and the Association.
 - b. Provisions shall be made for the periodic evaluation of certificated employees, with written evaluation reports to be filed once each year. Evaluations shall be made within the first 90 days of the school year, thereby, giving the certificated staff member 60 working days to improve the area(s) of deficiency, or during the months of February and March with one-week written notification to the teacher of the date of formal evaluation. Evaluation shall be formal, if possible. The primary purpose of the evaluation is the improvement of instruction.
 - c. Evaluation shall be in writing and a copy of his/her report shall be furnished to the evaluatee. The certificated employee shall be given the opportunity to append written statements of his/her views to the evaluation report, and such statements shall become permanent parts of his/her personnel file.
 - d. Any certificated employee who receives a negative evaluation shall, upon request, be entitled to a subsequent observation, conference, and written evaluation.
 - e. The certificated employee's evaluator shall take affirmative action to correct any cited deficiencies. Such action shall include specific recommendations for improvement and direct assistance in the implementation of such recommendations.
 - f. No certificated employee shall be held accountable for any aspect of the educational program over which he/she has no authority.
 - g. Non-administrative certificated personnel shall not be required to participate in the evaluation and/or observation of other non-administrative certificated personnel nor shall they be required to assess their own performance.

ARTICLE XII
TRANSFERS

- 12.1. If a Unit member is released from duty for reasons other than cause, the unit member released will have first option to the position when reopened. The unit member will be notified by Certified Mail.

ARTICLE XIII
TEACHER SAFETY

- 13.1. The teacher may suspend for 24 hours, from school, any student who, in the teacher's opinion, acts in such a way that the teacher believes good cause exists for such student's suspension.
- 13.2. A student suspended under paragraph 1 above, shall not be entitled to return to any classroom until such time as the administrator determines that the condition which prompted the suspension no longer exists.
- 13.3. A teacher may suspend a student for the day of the suspension and the day following for good cause.
- 13.4. A written description of the rights and duties of all administrators and teachers with respect to student discipline, including the use of corporal punishment and the right of the suspended student shall be presented to each teacher in writing upon teacher's request.
- 13.5. District assistance: The District shall do everything legally possible to provide full support for any certificated employee who is assaulted while discharging his/her duties. If an injury results from an assault, causing the employee to be absent from duty, he/she shall be entitled to lost-time compensation as provided by law and/or District policy. Defense of any certificated employee against whom criminal or civil proceedings are brought as the result of an action growing out of the performance of the employee's duties may be provided by the District under provisions of the Education Code and the Government Code.

ARTICLE XIV
INSURANCE BENEFITS

- 14.1. The District shall provide a maximum of \$1,150.00 monthly, (or \$13,800.00 annually) as needed for health benefits for each full-time certificated employee, his/her family, and life insurance for the employee only.
- a. Health, vision and life shall be prorated according to the contract time for employees hired for less than full time. District paid contribution shall be in the same proportion as their employment is to 1.00 F.T.E.
 - b. An employee, whose benefit costs exceed the maximum District contribution, shall have the balance of the premium due deducted from their monthly payroll.
- 14.2. After 20 years of full-time service as a credentialed teacher in the District, an employee who has reached age 55 and retired will have the option to purchase health insurance through the District, subject to the following conditions and

requirements:

- a. The employee will have to pay the rate that the District pays in the District's plan. For example, the District is now paying a composite rate for every employee. A retired individual would also have to pay the composite rate. No special programs or rates will be considered for retired persons, regardless of need.
- b. This benefit will only be available provided the District's insurance carrier allows it, and it will be administered and applied in accordance with the carrier's rules and regulations. If the current carrier changes its policy or a future carrier does not allow this, it will not be provided. If this provision results in a cost to the District, the employee will have to pay the cost. The District has no obligation to substitute or in any way provide consideration for a loss of this benefit to the individual for the above reasons.
- c. The retiree will have to pay his/her premium at least two (2) months in advance according to a District schedule of payments. Failure to make one payment will result in forfeiture of the benefit in its entirety.
- d. This option to purchase ends upon the individual's 65th birthday.
- e. The parties agree that this benefit may be modified or terminated at any time by agreement between the parties.

ARTICLE XV JOB-SHARE

- 15.1 Job sharing is a benefit offered by the District wherein two (2) employees are permitted to share the duties and responsibilities of one (1) full-time position. Salary, benefits, and leaves are allocated to each employee on a pro-rata basis in accordance with the time actually worked by each employee, not to exceed the amount of health and welfare benefits that would be paid had the position not been shared.
- 15.2 Employees who wish to apply for a job share arrangement must do so by February of the school year prior to the intended job share. An offer of a shared position to one (1) candidate is contingent on the acceptance of the other candidate of the job share arrangement. Job sharing arrangements shall be only one (1) school year in length unless altered or withdrawn by the District, but teachers wishing to continue participating may reapply for the following year. Job share arrangements shall not be for less than a .4 full time equivalent.
- 15.3 During the annual insurance enrollment period, if one or both job-share partners does not need medical coverage and signs a waiver that he/she is medically covered through their spouse, the district will issue 50% of the medical CAP to each job-share employee. Provided this complies with all laws, regulations, and rules governing the insurance provider's policies.
- 15.4 The duties and responsibilities of each employee in a job share arrangement shall be detailed in a written agreement between the employees and the District.

- 15.5 In addition, one of the job share employees shall attend the faculty/staff meetings, grade level, and department meetings (if applicable) and provide the other employee not in attendance with the information covered at the meeting. Each employee will be responsible for understanding and implementing the items covered during any such meetings. Principal has discretion to require up to 4 meetings/trainings. Teachers need to be informed of these required meetings/trainings by August of the current school year. In the event of an extenuating circumstance, an all staff mandatory meeting/training, an administrator may change one of your pre-assigned days with staff input.
- 15.6 If one (1) employee is absent, the other employee in the job share arrangement may assume the responsibility for covering the class upon prior notification to the District. That employee will be paid regular pay for the day(s). Each job-sharing employee is responsible for notifying the District when a substitute is needed.
- 15.7 In the event that one (1) of the employees in a job share arrangement is unable to fulfill the terms of the job share, the district will have 45 working days grace period during which they will do their due diligence to find a replacement for the remainder of the year. In the event the district cannot find a replacement within this grace period the remaining teacher will finish out the academic year as a full-time employee. Teacher returning will earn regular salary not sub pay. The teacher returning will also receive \$25.00 per day for each of the teaching days left in the current school year.
- 15.8 The decision to approve or deny a job share arrangement lies within the sole discretion of the District. All decisions shall be made on a case-by-case basis.
- 15.9 Once the teacher has fulfilled their 184 work days, they will advance on the salary schedule the next school year.
- 15.10 If a job share consists of two tenured employees and one employee wishes to return to a full-time position for the following school year, there must be an opening at the school site. If a probationary employee is employed in a job share with a tenured employee, the tenured employee shall be granted the position when the job-share ends.

**ARTICLE XVI
STIPENDS**

16.1	Yearbook Advisor/3 release days	\$1,500.00
16.2	Sports Coordinator/3 release days (+\$500/tournament hosted in Teranishi Center)	\$2,000.00
16.3	Resource Coordinator (school level) This person receives 3 release days or 2 release days and 1 comp day	\$1,500.00 (Split)
16.4	Teacher-in-Charge: This person receives a sub when Admin is out for a full day	\$3,000.00
16.5	Curriculum Coordinator 2 release day & one comp day	\$3,000.00
16.6	STEAM Coordinator/Appointee: Each shall receive 3 release days or 2 release days and 1 comp day.	\$3,000.00 each
16.7	8 th Grade Graduation	\$750.00

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| 16.8 | Site Mentor Teacher | \$2,500.00 /Mentee |
| 16.9 | Leadership Coordinator (2): | \$1,500.00 each |
| 16.10 | Science Camp Advisor:
Receives one comp day | \$1,500.00 |
| 16.11 | Coaching
Non-employees are eligible if teachers
are not interested. | \$1,500.00 /season |
| 16.12 | SPED Stipend | \$3,500.00 each |
| 16.13 | Hourly rate for District-assigned after-school
remediation or other assigned certificated
Services. | \$40.00 /hour |
| 16.14 | Up to Fifteen (15) years experience credit will be granted to new teachers
placing them on the 16 th step of the salary schedule. | |
| 16.15 | All entry fees on field trips will be paid by the district. | |
| 16.16 | Units verified by September 1 st will apply to Salary Schedule. | |
| 16.17 | No more than 15 units per year will be counted on the Salary Schedule. | |
| 16.18 | All units above the B.A. degree must be upper division or graduate division,
have prior board approval, and must be completed after the B.A. was received. | |
| 16.19 | Certificated Staff may review school calendar before board adoption. | |
| 16.20 | One comp day for approved Saturday Conferences. | |

Article XVII
PREPARATION/PLANNING TIME

- 17.1 To the extent the PE teacher can provide prep time for each unit member, it shall be provided. If the PE teacher is absent or otherwise not available, and the district cannot find a substitute, the prep time will not be provided and teachers will be compensated at their hourly rate for this time. Additionally, if a teacher has to cover another class because the district cannot find a substitute, they will be compensated at their hourly rate for taking on the additional students.
- 17.2 In addition, separate meetings will be scheduled with the other Departments and the site administrator at each campus to compile a tentative schedule of classes for the following school year. It is further agreed that all Departments and their respective site administrators will revisit the schedule prior to the start of the following school year.

Article XVIII
CLASS SIZE OVERAGE-PER MONTH

- 18.1 After the first 10 days of the school year, the stipend applies. This is a monthly stipend.
A stipend request form must be submitted on a monthly basis.
- a. Grades K-3: when the class size exceeds twenty-eight (28) students enrolled in a K-3 homeroom class for at least 50% of the school days of each school month, the Unit Member shall receive a stipend for \$150 per month for each student over twenty-eight (28); with the exception of June.

- b. Grades 4-8 excluding PE and Music: when the class size exceeds thirty-two (32) students enrolled in a 4-8 grade homeroom class for at least 50% of the school days of each school month, the Unit Member shall receive a stipend of \$150.00 per month for each student over thirty-two (32); with the exception of June.

SALARY SCHEDULE

***New Jerusalem Educators' Association
Certificated Salary Schedule
2025-2026***

Certificated				
Year ↓	Class 1 Intern or BA + 30	Class 2 BA + 45	Class 3 BA + 60	Class 4 Masters or BA + 75
1	\$ 62,683.00	\$ 64,382.00	\$ 66,182.00	\$ 68,070.00
2	\$ 65,188.00	\$ 66,892.00	\$ 68,686.00	\$ 70,575.00
3	\$ 67,795.00	\$ 69,384.00	\$ 71,292.00	\$ 73,184.00
4	\$ 71,014.00	\$ 72,717.00	\$ 74,511.00	\$ 76,400.00
5	\$ 73,918.00	\$ 75,618.00	\$ 77,416.00	\$ 79,304.00
6	\$ 76,259.00	\$ 77,961.00	\$ 79,753.00	\$ 81,643.00
7	\$ 79,371.00	\$ 81,073.00	\$ 82,866.00	\$ 84,759.00
8	\$ 79,371.00	\$ 81,073.00	\$ 82,866.00	\$ 88,138.00
9	\$ 80,632.00	\$ 81,073.00	\$ 86,244.00	\$ 91,650.00
10	\$ 80,632.00	\$ 82,335.00	\$ 89,758.00	\$ 92,906.00
11	\$ 81,891.00	\$ 82,335.00	\$ 91,018.00	\$ 92,906.00
12	\$ 81,891.00	\$ 83,593.00	\$ 91,018.00	\$ 92,906.00
13	\$ 83,153.00	\$ 83,593.00	\$ 92,280.00	\$ 94,168.00
14		\$ 84,851.00	\$ 92,280.00	\$ 94,168.00
15			\$ 93,538.00	\$ 94,168.00
16				\$ 100,427.00
18				\$ 100,427.00
20				\$ 100,427.00
22				\$ 100,427.00
25				\$ 100,427.00

Degree Stipends	Annual
Masters Degree	1,500.00

A \$1,000 one-time professional educator stipend will be paid in the 2026-2027 and 2027-2028 school years.