

AGREEMENT

Between the

BOARD OF EDUCATION  
OF THE BOROUGH OF ROSELLE  
IN THE COUNTY OF UNION

And the

ROSELLE EDUCATION ASSOCIATION  
As Majority Representative  
Of Certain Public Employees  
In Accordance with N.J.S.A. 34:13A-1  
(L. 1968, Ch. 303)  
As Amended

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JULY 1, 2011 through JUNE 30, 2014

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**PREAMBLE**

**THIS AGREEMENT** is entered into this 13<sup>th</sup> day of June, 2011 by and between the **BOARD OF EDUCATION OF THE BOROUGH OF ROSELLE** (hereafter the Board"), and the **ROSELLE EDUCATION ASSOCIATION** (hereafter the "Association").

**WITNESSETH:**

**WHEREAS**, the Board has an obligation, pursuant to the New Jersey Employer-Employee Relations Act, to negotiate with the Association as the representative of employees hereafter designated with respect to their terms and conditions of employment; and

**WHEREAS**, the parties have reached certain understandings which they desire to confirm in this Agreement; be it

**RESOLVED**, in consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE I  
RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel, whether under contract or on leave, employed by the Board, including:

1. Attendance Officers
2. AV Technicians
3. Clerks
4. Coaches
5. Custodians
6. Educational Secretaries
7. Paraprofessional Aides
8. Learning Consultants
9. Maintenance Personnel
10. Media Specialists
11. Nurses
12. Part-Time Teaching Staff (less than 20 hours per week)
13. Psychologists
14. ROTC Instructors
15. School Social Workers
16. Security Guards
17. Speech Therapists
18. Teachers

but excluding:

1. Assistants to the Principal, and personnel on a per diem basis, or hourly basis, or any other employee whose duties, all or in part, are of an administrative and/or supervisory nature, except when such employees function in a dual capacity such that their service also falls into one of the categories included in the unit description. In such instances of dual service, the Association is recognized as the exclusive sole representative for collective negotiations concerning the terms and conditions of employment of such employees to the extent that they are members of the defined unit but not as related to their services in an administrative and/or supervisory capacity.
2. Business Office Payroll Secretary
3. Executive Secretary (Secretary to the Superintendent, Secretary to the Board Secretary)
4. Confidential Personnel Secretary
5. District Directors
6. District Supervisors
7. Facility Manager
8. Principals
9. SBA/Board Secretary
10. Superintendent and Assistant Superintendents
11. Vice Principals
12. Subject supervisors and/or Department chairpersons that evaluate staff, discipline staff or effectuate recommendations.

13. All other positions in existence as of July 1, 1984 that are not specifically stated as being included above.

B. All certificated personnel represented herein by the Association shall, unless otherwise indicated, hereafter be referred to as "teachers," and reference to male teachers shall include female teachers.

C. All personnel represented herein by the Association shall hereafter be referred to as "employees," and reference to male employees shall include female employees.

**ARTICLE II**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

A. The parties agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 303, Public Laws 1968, as amended, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. The Board and the Association, no later than January 15th of the year in which this Agreement expires shall present a complete set of proposals, including requests for salary and working conditions. This deadline may be extended by mutual consent of the parties.

B. Any agreement so negotiated and ratified by the parties shall apply to all employees in the unit as specified in Article I, shall be reduced to writing, shall be signed and approved by the Association, and shall be signed and adopted by the Board.

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



**ARTICLE III  
GRIEVANCE PROCEDURE**

A. Definitions

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee or a group of employees.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. Pursuant to Chapter 269, P.L. 1989, if applicable, all disciplinary grievances shall terminate in binding arbitration.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise from claimed violations of this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential, as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the rights of any teacher having a grievance or complaint to discuss the matter informally with any appropriate member of the administration and having the grievance or complaint adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Any employee who has a complaint shall within twenty (20) school days of the occurrence of the act or knowledge of the condition which is the subject of the complaint, discuss it first with his immediate superior (vice principal or principal) in an attempt to resolve the matter informally at that level.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing to the principal or other immediate superior. The principal shall communicate his decision to the employee in writing within five (5) school days of the written complaint.

3. If, following the determination of the principal, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing, including the specific contract provision alleged to be violated and the specific relief sought, to the Superintendent or designee within five (5) school days of the determination by the principal.

4. The Superintendent or designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the written complaint from the employee following step three (3) listed above. The Superintendent or designee shall communicate his decision in writing to the employee, to the Association, and to the principal or other immediate superior.

5. Any complaint not resolved to the satisfaction of the employee after review by the Superintendent or designee may, at the discretion of the employee, be submitted for a review by the Board. The complaint shall be in writing, including the specific contract provision alleged to be violated and the specific relief sought, and shall be submitted within five (5) school days after receipt of the Superintendent or designee's decision.

6. The Board, or a committee thereof, may review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days of the next Board meeting if during the summer after receipt of the appeal or, if a hearing is granted, within twenty (20) calendar days of the date of the hearing.

7. Notwithstanding any provision of this Agreement, the following shall not be considered grievances under this procedure beyond the level of the Board:

- (a) The failure to retain a non-tenure teacher,
- (b) Matters where a specific method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education or the State Board of Education; and
- (c) The adoption, revision, amendment, or revocation of Board policies, other than those policies or matters affecting the terms and conditions of employment, shall be within the sole province of the Board. Those matters concerning the terms and conditions of employment are grievance and not included in this exception.

8. If the matter is not settled after action by the Board, it may be referred to the Professional Rights and Responsibilities Committee (hereafter the PRRC) of the Association for consideration. The Committee shall make a determination within five (5) school days, notifying the employee, in writing, of that determination.

- (a) If the PRRC of the Association determines that the complaint has or may have merit, it may recommend that the same be submitted to arbitration, notifying the employee and the Board, in writing, of

that determination.

- (b) If the PRRC of the Association determines that the complaint is without merit, it will so advise the employee, in writing, and a copy of its findings shall be sent to the Board.

9. If the PRRC determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) school days after receipt of the decision of the Board.

- (a) Within ten (10) school days after such written notice of submission to arbitration, the Board and the PRRC shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- (b) The arbitrator so selected shall confer with the representatives of the Board and the PRRC and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and

shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act which is prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory, except that it shall be binding in those cases where the grievance involves an alleged contractual violation only.

- (c) The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- (d) The parties direct the Arbitrator to decide, as a preliminary questions whether he has jurisdiction to hear and decide the matter in dispute. The arbitrator shall have no authority to add to or subtract from the Agreement. The Arbitrator shall be bound by the applicable laws of the State of New Jersey and the laws of the United States and decisions of the courts of the State of New Jersey and the courts of the United States. The arbitrator must address only the issue submitted to arbitration and shall not have the authority to determine any other issues not so submitted, nor shall the Arbitrator render observations or declare opinions which

are not essential in reaching a determination.

- (e) Each grievance shall proceed separately through the process to arbitration unless mutually agreed to by the parties.

10. In the event a grievance is not processed to the next step within the agreed upon time limits as set forth in the contract, then the grievance shall be deemed to have been resolved at the previous step; in the event the Board of Education fails to respond to any grievance at any step within the agreed upon time limits, the grievance shall be deemed to have been denied and the Association has a right to proceed to the next step in the grievance procedure. Timelines may be extended by mutual agreement in writing.

11. All steps in the grievance procedure shall require the Association to include the entire documentation submitted at each and every step below, both the submission or submissions by the Association and response or responses from the Board representatives. Failure to produce such documentation shall not be grounds for denial of the grievance by itself.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the PRRC, or the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Pending determination of a grievance or in any dispute between employees and the Board, the grievant and all employees shall continue to perform their duties under the direction of the Superintendent or designee until the grievance is settled and/or decided.

2. All documents, communication, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. All meetings and hearings under this procedure shall not be conducted in public, and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

4. In the event a grievance cannot be resolved by the end of the school year, 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 feasible.

5. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievances in writing, using the procedure in C.3, to the Superintendent or designee, or Principal, as appropriate, directly, and the processing of such grievance shall be commenced at that level.

6. All grievances of aides shall end at the Board level, except those pursuant to Chapter 269, P.L. 1989, if applicable.

**ARTICLE IV  
EMPLOYEE RIGHTS**

A. Pursuant to Chapter 303, the Board hereby agrees that every employee of the Board shall have the right freely 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, or to refrain from any of these activities. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303 or other laws of New Jersey and the United States; that it shall not discriminate against any teacher or other employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any teacher or employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be in addition to those provided elsewhere.

C. No employee or teacher shall be disciplined, reprimanded, or reduced in compensation without stating the reasons therefore. Any such action asserted by the Board, or an agent or representative thereof, shall be subject to the grievance procedure herein set forth except for those cases that must proceed before the Public Employment Relations Commission or the



Commissioner.

D. Whenever any employee or teacher is required to appear before the Superintendent or designee, Board or any committee, member representative or agent thereof, concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

E. After three (3) years of uninterrupted, continuous service, each custodial employee who is to be reappointed shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (N.J.S.A. 18A:17-3 and N.J.S.A. 18A:17-4).

F. Anyone, other than central administration and the building principal or director, requesting to see an employee's personnel file shall be required to affix his signature and date to the front of said file.

G. An employee shall receive a copy of any letters of warning and reprimand, evaluation and observation, correspondence and reports, and letters of complaint from the public which result in a recommendation which may adversely affect the individual's employment status.

H. No later than September 30 of each contract year, the Board shall provide each employee with an accounting of the employee's available sick leave days, the terms of the insurance coverage and the names of the insurance carriers.

**ARTICLE V  
RIGHTS AND PRIVILEGES**

A. Association Rights and Privileges

1. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information concerning the financial resources of the district, together with information which may be necessary for the Association to process any grievance or complaint.

2. The Association and its representatives may request the use of school buildings at reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and the place of all such meetings.

3. The Association may request the use of school equipment and facilities, including computers, typewriters, photocopier machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

4. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. Any material posted on the bulletin board shall be initialed by an Association Representative, a member of the Executive Committee or Association President. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

5. The Association may request the use of school mail boxes.

6. The Board shall, with the knowledge and approval of the building principal concerned, allow up to ten (10) days per year of release time to the President and/or

First Vice President of the Association. Such release time, if granted, shall be used only for Association business. Before any such time is authorized, the President of the Association shall give at least five (5) days' notice to the building principal.

B. Board Rights and Privileges

1. The Association recognizes that the Board retains all rights, privileges, and responsibilities conferred upon it by the laws of the State of New Jersey and the United States and under the Constitutions of New Jersey and the United States, including the right to manage the schools. The Association further recognizes that the Board may not by agreement delegate authority and responsibility which, by law, are imposed upon and lodged with the Board exclusively nor be bound by this Agreement in matters that are non-negotiable and impermissibly intrude into areas of the managerial prerogative.

2. The Board retains the right to hire, assign, promote, and direct employees covered by this Agreement and to take disciplinary action against said employees (up to and including discharge); and furthermore, to direct school operations, to determine educational policy, and to do all things necessary and proper to accomplish the mission of the school district.

3. This Agreement represents the full and complete understanding on all matters which were or could have been the subject of negotiations. Neither party, during the term of this Agreement, shall be required to negotiate with respect to any item that was or could have been the subject of negotiations.

**ARTICLE VI**  
**EMPLOYEE WORK YEAR**

A. The work year for teachers shall contain a maximum of one hundred eighty-six (186) days. The Board reserves the right to add one pupil contact (1) day so long as the work year does not exceed 186 days which shall include:

One Hundred Eighty-Two (182) student days;

One (1) day prior to the opening day for students;

One (1) day (approximately mid year) for in-service workshop to be mutually planned by a Committee of the Association and Central Office Administration.

One (1) day end of year (which shall be a one-half (1/2) session day provided all of the teacher's work is completed).

B. Extended Work Year Teachers:

1. An extended year teacher shall work an additional thirty (30) days to the regular work year.

2. An extended year teacher's salary shall be determined by dividing their appropriate step on the salary guide by 200 and multiplied by 30 and the result is to be added to their regular salary for pension purposes.

3. Extended year teachers will be paid on the 15th and 30th of each month.

4. Extended year teachers may utilize sick and personal days during the additional thirty (30) days.

5. Extended year teachers shall be granted an additional 1.5 sick days per year which shall be cumulative up to the limit contained in Title 18A.

C. Two (2) full days and two (2) one-half (1/2) days for a minimum of fifteen (15) hours of State approved continuing professional development and/or in-service shall be

implemented by the District's Professional Development Committee and approved by the County Professional Development Board. On full days, the program will begin at 8:30 a.m. and end at 3:15 p.m. with a 45 minute lunch period. On the one-half (1/2) day, the program will begin at 1:30 p.m. and end at 3:00 p.m.

D. Aides shall work one hundred eighty-five (185) days per year for the life of the contract. If the last work day is the same day as the last work day for the teachers, the aides shall be able to leave when the teachers leave, provided the aides' work is completed.

E. Once the employee calendar for any year is adopted by the Board, changes shall be made only after prior written notification is given to the Association concerning said proposed change, except in cases of emergency.

**ARTICLE VII  
EMPLOYEE HOURS AND WORKING LOAD**

A. Teachers

1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to "clock in or clock-out" by hours and minutes. Teachers shall indicate their presence for duty by signing their initials in the appropriate column of the faculty "sign-in" roster.

2. Teachers and aides shall have a daily duty-free lunch period of at least thirty (30) minutes. Teachers shall give prior notification to the office before leaving the building during lunch.

3. Any faculty member of instrumental music departments who is required or requested to participate in an official capacity in any activity other than the regular football session with the marching band shall receive monetary compensation at the rate of \$60.31 for 2011-2012; \$61.52 for 2012-2013; and \$62.75 for 2013-2014. Prior approval is required from the Board.

4. Any teacher, other than athletic coaches, whose presence is required for student eligibility, on a non-school day, in a regional or state competition shall be compensated at the rate of \$60.31 for 2011-2012; \$61.52 for 2012-2013; and \$62.75 for 2013-2014 . Prior approval is required from the Board.

5. Any vocal or instrumental music teacher in the Pre-K, Elementary, Middle and Junior High School whose presence is required to conduct students during evening or weekend performances shall be compensated at the rate of \$50.92 for 2011-2012; \$51.94 for 2012-2013; and \$52.98 for 2013-2014 per activity for the duration of this Agreement with prior

approval of the principal.

6. There shall be two (2) evening conferences "system-wide" with parents for student progress reports (in addition to presently scheduled "open house(s)") from 7:00 to 9:00 p.m. Said two (2) evening conference days shall be one-half (1/2) days for teachers.

7. Teachers shall not leave the building during a preparation period without permission of an administrator.

8. Teachers assigned to the High School shall work a seven (7) hour and five (5) minute day including lunch.

9. Pre-K., Elementary, Middle and Junior High School teachers shall work a six (6) hour and forty (40) minute work day including lunch.

10. Teacher preparation time is defined as time for a teacher to plan or prepare for instructional classes and/or related tasks to student learning. This includes, but is not limited to, grading papers, preparing report cards, parent conferences, and any meetings relevant to student performance. Staff shall not leave the building during a preparation period without permission from an administrator and may leave only for school related business or an emergency.

11. Teachers at the high school assigned a sixth period shall be compensated 1/1200 of their annual salary per day for the duration of the assignment.

B. Educational Secretaries

1. The regular work day shall begin at 8:00 a.m. and shall end at 4:00 p.m. on all days when school is in session. During July and August, the workday shall be one hour less.

2.

(a) Overtime shall be paid at the rate of straight time after thirty-five

(35) hours up to forty (40) hours and at the rate of time-and-one-half (1½) for more than forty (40) hours. Overtime shall be first approved by the Building Principal or Immediate Supervisor and confirmed by Central Office Administration.

(b) All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or Superintendent or Assistant Superintendent and shall be paid at the rate of double time.

3. Any Pre-K, Elementary, Middle and Junior High School secretary who is required to keep one (1) or more official New Jersey School Registers shall be compensated in accordance with Schedule I. Said work is to be done in school, but outside of regular school hours.

4. Each secretary employed before July 1, 1978, and covered by this Agreement, shall be entitled to the following vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken:

(a)

<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation Time</u>
Less than six (6) months Month Worked	One Day for Each Full Month Worked
Six (6) months or more, but less than one (1) year	Three (3) Weeks
More than one (1) year	Four (4) Weeks
Over twenty (20) years	Twenty-two (22) Work Days

(b) Each secretary employed on or subsequent to July 1, 1978, and



covered by this Agreement, shall be entitled to a vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken, in accordance with Article VII C.4.a.

- (c) During the school year, all educational secretaries shall follow the school calendar in the same manner as the teaching staff.
- (d) Secretaries upon leaving the employ of the Board shall not receive compensation for unused vacation days unless specifically directed in writing, by the Board and/or Superintendent or Board Secretary, to forego the use of vacation time and receive compensation in the best interests of the district.
- (e) Any ten (10) month clerk who becomes a twelve (12) month secretary shall receive vacation time in accordance with that person's years of service in the district as set forth in Article VII, (B)(4)(a) and (b) and (C)(4)(a). Vacations shall be prorated the first year, if a full year is not worked.

5. During the Christmas and Spring recesses, the Superintendent shall have the privilege of designating one (1) secretary, employed regularly at the Board's central administration building. In making such designation, the Superintendent shall first designate the least senior secretary and, thereafter, shall make designations in reverse order of seniority, on a rotating basis.

6. In the discretion of the Superintendent, those secretaries may be designated to work during such recess periods in exchange for time off on other days.

C. Custodians

1.

(a) The regular work week shall be forty (40) hours. All hours worked over forty (40) hours in any week shall be authorized by the Board and/or the Superintendent or School Business Administrator or paid at the rate of time and one-half pursuant to the Fair Labor Standards Act. During the months of July and August, the workday shall be from 7:00 a.m. to 3:30 p.m., which shall include a thirty (30) minute lunch. All overtime must be approved by the Superintendent and/or School Business Administrator prior to work being performed, except in cases of emergencies, during which the appropriate supervisor will be contacted.

(b) All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or School Business Administrator and shall be paid at the rate of double time.

2. All overtime shall be allocated on a rotating basis within the building custodial staff by the Board and/or Superintendent or Assistant Superintendent, subject to skills required for the particular job to be done and, if it is not practical to utilize the staff, then said work shall be allocated to other Board custodial employees on a fair and equitable distribution basis throughout the system.

3. There shall be an additional pay differential paid to night workers - those working the 3.00 p.m. to 11:00 p.m. shift receive six hundred and twelve dollars (\$612) during the 2011-2012 school year; six hundred and twenty-four dollars (\$624) during the 2012-2013 school year; and six hundred thirty-seven dollars (\$637) for the 2013-2014 school year. Those

individuals working the 1:00 p.m. to 9:00 p.m. shift receive three hundred ninety-eight dollars (\$398) for the 2011-2012 school year; four hundred and six dollars (\$406) for the 2012-2013 school year; and four hundred and fourteen dollars (\$414) for the 2013-2014 school year.

4. Each custodian covered by this Agreement shall be entitled to the following vacation with pay, at the time such vacation is actually taken:

(a)

<b><u>Length of Uninterrupted Service to July 1</u></b>	<b><u>Vacation Time</u></b>
Six (6) months or more, but less than one (1) year	One Week
One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than three (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days
Five (5) years or more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks Four Days
Ten (10) years or more	Four Weeks

<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation Time</u>
Twenty (20) years or more	Five Weeks

- (b) All custodial employees shall be entitled to fifteen (15) paid holidays to be determined by the School Business Administrator of the Board after discussion with the representative of the custodial employees, which holidays may include, in addition to the usual holidays, Christmas Eve Day and New Year's Eve Day.
- (c) No custodian upon leaving the employ of the Board shall be entitled to receive any compensation for unused vacation days unless that custodian had been specifically directed in writing by the Board and/or Superintendent or Board Secretary to forego the use and taking of those unused vacation days.

5. The Board shall supply to each custodian each year three (3) new uniforms and one (1) pair of work shoes. Short sleeve shirts with collars (golf shirt) are to be included in the “set” of uniform. One set of outside gear (spring jack, winter coat, rain suit, and rubber boots) shall be supplied, as needed, by the Board.

6. Custodians who are required to perform the duties of a head custodian because of the absence of the head custodian shall be paid at the rate of the head custodian after three (3) consecutive days of performing such duties retroactive to the first day. This rate shall not apply when the head custodian is taking normal vacation time.

7. If the position is filled, the head custodian at Abraham Clark High School shall receive a stipend of five hundred and thirty dollars (\$530) for the 2011-2012 school year;

five hundred and forty one dollars (\$541) for the 2012-2013 school year; and five hundred and fifty-two dollars (\$552) for the 2013-2014 school year.

8. Custodians who must return to work when not on a shift, or continuous to a shift, shall be guaranteed two hours minimum call back time. At the Board's direction, the Board may retain the employee for the duration of the minimum guarantee.

9. Custodial employees who hold New Jersey trade licenses - electricians and plumbers - shall receive a stipend of five hundred and thirty dollars (\$530) for each license held during the 2011-2012 school year; five hundred and forty-one dollars (\$541) for each license held during the 2012-2013 school year; and five hundred fifty-two dollars (\$552) for each license held during the 2013-2014 school year if the license is required and/or necessary to perform their job duties.

10. If the Board considers subcontracting of custodial or maintenance positions which results in loss of employment for a unit member, the Association shall have the right to make a presentation to the Board concerning alternatives to subcontracting.

#### D. Security Guards

1. The regular work day shall be seven (7) hours, exclusive of the lunch period. The Board may implement a daily staggered work shift not to exceed seven (7) hours per day. In the absence of volunteers and for those security guards hired after July 1, 1991, seniority will determine who will be assigned to a staggered work shift. Those assigned to this shift shall be paid a differential of \$194.00 for the 2011-2012 school year; \$198.00 for the 2012-2013 school year; and \$202.00 for the 2013-2014 school year.

2. Security guards will be given a duty-free thirty (30) minute lunch period daily, between the hours of 11:00 a.m. and 1:00 p.m. If a duty assignment reduces the thirty (30)

minute lunch period, same shall be compensated pursuant to Section 4 herein.

3. The normal work year for security guards shall be one hundred eighty three (183) days. These days shall coincide with and be scheduled during the teachers' calendar. The first work day shall be the day prior to the opening day for students. If students have early dismissal, security guards shall remain for their seven (7) hour day if teachers remain for in-service training. Up to three (3) additional days may be scheduled within the said calendar. Payment for additional days shall be at the employee's per diem rate. Security guards shall receive one fifteen (15) minute break during which they must remain in the school building.

- 4.
- (a) All overtime shall be authorized by the Board and/or the Superintendent or Assistant Superintendent. Hours worked over thirty-five (35) shall be paid on a prorated hourly basis. Hours worked over forty (40) shall be paid at time and one-half (  $\frac{1}{2}$ ) on a prorated hourly basis.
  - (b) All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent, and shall be paid at the rate of double time.

5. The Board shall supply the following to each security guard per year, as well as replacements as needed:

- 5 pants
- 5 shirts
- 2 sweaters
- 1 blazer
- 1 outer jacket as needed

6. Security guards employed July 1, 1986 and thereafter shall, after completing a probationary period of three (3) years and one (1) day, not lose their position for

other than just cause. Security guards currently employed who complete a probationary period of two (2) years and one (1) day commencing July 1, 1986 shall not lose their position for other than just cause.

7. In the event of a Reduction in Force (RIF), seniority will be considered as a factor if the security guard(s) evaluations are satisfactory.

E. Audio Visual Technicians

1. Audio Visual Technicians shall be required to work from 8:00 AM to 4:00 PM on any day that school is in session. During July and August, the work day shall be one hour less.
2. Overtime shall be at a straight time rate after thirty-five (35) hours up to forty (40) hours and at the rate of time and one-half (1 ½ ) for all hours beyond forty. All overtime shall be authorized by the Board and/or Superintendent or the Business Administrator.
3. All Audio Visual technicians covered by this Agreement shall be entitled to vacation with pay at the annual rate of pay such Audio Visual Technician is receiving at the time such vacation is actually taken:

<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation Time</u>
Six (6) months or more, but less than one (1) year	One Week
One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than three (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days

<b><u>Length of Uninterrupted Service to July 1</u></b>	<b><u>Vacation Time</u></b>
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days
Five (5) years or more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks Four Days
Ten (10) years or more	Four Weeks
Twenty (20) years or more	Five Weeks



**ARTICLE VIII  
PROHIBITED DUTIES**

A. Non-Teaching Duties

1. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- (a) No teacher shall be required to drive students to activities which take place away from the school building.
- (b) No teacher shall be required to lift, pack, unpack, or transfer books or equipment not pertaining to his class or activities. In the event of a change of classroom, no teacher will be required to lift or move equipment, packaged, or bulky materials.
- (c) No teacher shall be required to assist in the preparation or serving of food.

B. Non-Secretarial Duties

1. No secretary shall be required to lift, unpack, or distribute school supplies, books, or equipment without adequate assistance.

2. No secretary shall be required to assist in the preparation or serving of food or monitoring of any school lunch program which might be instituted in her school.

3. No secretary shall be obligated or expected to be the sole and only individual on duty in any school building at any time.

C. No performing arts teacher shall be expected to or be required to arrange chairs, music stands, risers, or miscellaneous equipment prior to or after rehearsal and performances, but may volunteer to do so. No staff member with the exception of custodians and maintenance

shall be directed to climb ladders in order to decorate bulletin boards or climb ladders for any reason, but may volunteer to do so.

**ARTICLE IX  
SALARIES**

A. The teachers and nurses salary guide (Schedule A), which is made a part hereof and is attached hereto, shall be in full force and effect.

1. Each teacher shall be placed on his proper step of the salary schedule when employed in accordance with Section 2 below.

2. The Board and/or Superintendent reserves to itself discretion for credit upon initial employment to be given employees on the salary schedule. Additional full credit, not to exceed four (4) years for military service or alternative civilian service required by the selective service system, shall be given.

3. The BA+30 Guide shall be abolished and no employee shall be eligible for placement on the BA+30 Guide except for those employees presently on said guide prior to July 1, 1989, and those employees who complete course work for the BA+30 Guide by September 1, 1989.

B. The educational secretaries salary guide (Schedule B), which is made a part hereof and is attached hereto, shall be in full force and effect.

C. The custodial salary guide (Schedule C), which is made a part hereof and is attached hereto, shall be in full force and effect.

1. Custodians hired by the Board after July 1, 1979 shall acquire a Black Seal license within one year of the date of employment unless given a written extension or exemption by the School Business Administrator. During this time, the custodian shall be paid on Column "A" of the time salary guide. Upon acquisition of the Black Seal license and notification to the Business Office, the custodian shall be moved to Column "B" of the salary guide, effective the first day of the month following the custodian's submission of proof of the receipt of a Black

Seal license to the Business office, at the same step he had been on in Column "A," unless due an increment, in which case the increment will be received on Column "B."

2. Part-time custodians shall be paid on their appropriate column of the salary guide, prorated to the number of hours worked. All salary guides are to be attached hereto, including the security guards and aides, and AV Technicians salary guides.

D. Pay Schedules

1. Employees paid on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.

2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

3. Tenth month employees may individually elect to have ten percent (10.0%) of their monthly salary deducted from their pay. These funds shall be paid to the employee or his estate on the final day in June, or upon death or termination of employment, if earlier.

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

5. Ten month employees shall receive their final checks and the pay schedule for the following year on the last working day in June.

6. Stipends listed as "Miscellaneous Stipends" are to be paid per person, per year.

7. The Board shall make available a summer payment plan in accordance with N.J.S.A. 18A:29-3 under procedures developed by the Business Office.

8. The Board shall make available the direct deposit of any employee's

paycheck into any account authorized by the employee under procedures developed by the Business Office.

E. Withholding of Increments

The Board reserves the right to withhold any salary increase from any member of the negotiating unit upon recommendation from the Superintendent and with the approval of the Board. This provision shall be subject to the grievance procedure, up through advisory arbitration.

F. Teachers of Special Education classes employed prior to July 1, 1978 shall continue to receive their salaries plus a stipend of \$ 268.38 for the 2011-2012 school year; \$273.75 for the 2012-2013 school year; and \$279.23 for the 2013-2014 school year which shall be part of their base pay. Special Education teachers employed after July 1, 1978 shall receive a stipend of two hundred twenty nine dollars and thirteen cents (\$229.13) for the 2011-2012 school year; two hundred thirty-three and seventy-one cents (\$233.71) for the 2012-2013 school year; and two hundred thirty eight and thirty-eight cents (\$238.38) for the 2013-2014 school year which shall be part of their base pay only if they are required to be in attendance with their students during the lunch period.

G. The security guards salary guide (Schedule D), which is made a part hereof and is attached hereto, shall be in full force and effect.

H. The aides salary guide (Schedule E), which is made a part hereof and is attached hereto, shall be in full force and effect.

I. The AV Technicians salary guide (Schedule K), which is made a part hereof and is attached hereto; shall be in full force and effect.

J. The hourly rate for all full time certificated staff present is \$32.88 for the 2011-

2012 school year; \$33.54 for the 2012-2013 school year; and \$34.21 for the 2013-2014 school year .

K. An ROTC instructor who has not obtained a Bachelor's degree and who does not hold a certificate issued by the NJ State Board of Examiners shall be paid \$3,000.00 less than the step or maximum level on the BA Column of the Teacher's Salary Guide commensurate with his credited years of experience in teaching and up to four (4) years of military service credit.

**ARTICLE X  
EMPLOYEE ASSIGNMENT**

A. All certificated employees shall be given written notice of their salary, building and room assignments, tentative class schedules, and/or subject assignments for the forthcoming year, not later than the last day of school, whenever feasible, and subject to reasonable change as determined by the needs of this system. This section is not applicable to aides.

B. In the event that changes in such schedules, class and/or subject assignments, or room assignments, are proposed after the last day of school, any employees affected shall be notified in writing. This section is not applicable to aides.

C. Employees who may be required to use their own automobiles in the performance of their duties or in fulfilling the requirement to attend out-of-system training sessions or workshops, and employees who are assigned to more than one school per day, shall be reimbursed for all such travel at the current rate per mile in accordance with the State of New Jersey Department of Treasury, Office of Management and Budget Circulars for all driving done between arrival at the first location at the beginning of their work day, and their last assignment that day, and proper supporting documentation shall be submitted to the Board office. If the Department of Treasury/OMB reverts to allowing the IRS rate for reimbursement of mileage driven, then the IRS rate so specified shall apply. No reimbursement shall be allowed for driving from school to a place to have lunch or to go home. Requests for reimbursement shall be filed in accordance with the Board Policy.

D. When a regular substitute is not available for a classroom, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a regular teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid at \$26.79 during the 2011-2012 school year; \$27.33 during the 2012-2013

school year; and \$27.88 during the 2013-2014 school year.

1. Payment shall be made upon the fifth coverage and every subsequent coverage during the school year.

2. Teachers who are required to cover a class, when their class is scheduled to be under the direction of the computer teacher, will qualify for the class coverage reimbursement, as set forth above, for as long as the program exists.

E. Lunch/cafeteria duty shall be an assignable duty as any other duty within the District. Such assignment(s) is(are) not subject to additional compensation or any limitation thereon. However, no employee will be deprived of their duty free lunch period. The District will make reasonable effort to rotate such lunch/cafeteria duties in successive years wherever possible.



**ARTICLE XI**  
**VOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Whenever a position becomes available, the vacancy shall be posted in all school buildings ten (10) school days after the Superintendent receives notice from the employee, unless the Board decides to abolish or not fill the position or after the Board has approved the creation of a new or additional position.

B. Employees who desire a change in position, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent, not later than March 1st. In the event that a position becomes available after March 1st, employees wishing to transfer shall notify the Superintendent in writing of the desire to transfer. If school is in session, such notice to the Superintendent shall be in writing within five (5) working days of the posting. If school is not in sessions, such notice to the Superintendent shall be in writing within ten (10) calendar days of the posting. In an emergency, these notification periods shall not interfere with the Board's right to fill the vacancy.

C. After the closing of the school year until the commencement of the succeeding school year, the District shall provide to the Association President copies of all job postings via e-mail or copies shall be available to the Association President at the Board Offices.

D. This article does not apply to aides.

**ARTICLE XII**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Notice of an involuntary transfer or reassignment shall be given to the employee thirty (30) days prior to the transfer, except in cases of emergency or unavoidable change in circumstance. This provision is not applicable to aides.

B. An involuntary transfer or reassignment of an employee shall be made only after a meeting between the employee involved and the administrator, at which time the employee shall be notified of the reason therefore. The employee may, at his option, have an Association representative present at such a meeting.

**ARTICLE XIII**  
**EDUCATIONAL IMPROVEMENT**

A. The Association agrees that its teacher-members will cooperate and participate in a reasonable number of after school activities as demonstrated by past practice, such as PTA and PTO meetings and student dances. Additionally, the Association agrees that its teacher-members will cooperate and participate in scheduling needed conferences with parents who are unable to be present for such conferences in the course of the normal school day.

B. The Association agrees that its teacher-members will make themselves available for a meeting outside of normal school hours, for the purpose of such parental conferences as noted above, such meetings to be scheduled and arranged on an individual school basis by mutual agreement between the individual building principal and his staff.

C. The Association agrees that all its teacher members will attend two (2) after school meetings per month. Teacher-members further agree to participate in curriculum development as required.

1. Such meetings shall be begin no later than ten (10) minutes after last student dismissal and shall run for no more than sixty (60) minutes.
2. An Association representative may speak after any regular staff meeting.

D. The Association agrees that its teacher-members will attend a reasonable number of in-service programs of reasonable duration as scheduled by the Superintendent of Schools. Secretary-members shall participate in at least one in-service program of their own as scheduled by the Superintendent of Schools.

E. When teachers are requested to supervise students at a night function, the number of teachers in attendance should be in ratio of one (1) teacher for every thirty (30) students in attendance. This supervision shall be requested on a rotational basis.

F. For staff, the Board agrees to pay the cost of tuition at the New Jersey State College resident rate for up to-twelve (12) credits per year, provided that the teacher remains employed with the District for two additional school years from the date the reimbursement is received, in accordance with the following.

1. That courses are relevant to assignment; or
2. That courses are for an additional certification; or
3. That courses are in a matriculated Masters, Doctorate, or other degree program.

4. That reimbursement for tuition will start at the beginning of the fourth year of employment.

5. That the Board shall cap tuition reimbursement at \$77,226 in 2011-2012; \$78,771 for 2012-2013; and \$80,346 for 2013-2014.

6. The course work must receive prior approval from the Superintendent of Schools. Course approval must be obtained fifteen (15) days prior to the beginning of the course. If the approved course is cancelled, an equivalent course may be substituted upon the approval of the Superintendent prior to the commencement of the substituted course. A grade of "B" or better must be attained in order to qualify for such reimbursement. Course work approved and taken for which traditional grades are not given shall be evaluated to the extent practicable on the same basis. Payment will be made when official transcripts of completed course work are presented to the Superintendent of Schools.

- (a) The following documents must be submitted before payment can be made.

- 1) Completed signed purchase order that indicates the course number and title, period taken, number of credits and the

actual cost of tuition

- 2) Signed Voucher
- 3) Copy of receipt for tuition payment
- 4) Copy of signed course approval form, previously approved by the Superintendent
- 5) Official transcript of completed coursework

(b) Switching Courses- If the approved course is cancelled, an equivalent course or within the matriculated area may be submitted upon obtaining the approval of the Superintendent within 5 days of the substituted course.

7. Repayment. In the event that a teacher leaves the District within two (2) years after receiving reimbursement from the District for tuition, the teacher shall reimburse the District the pro rata share of such reimbursement. Such reimbursement may be made from the employee's last paycheck or any other means upon which the employee and the Business Administrator agree. This section shall not apply to any teacher who is involuntarily terminated from the District.

8. For non-teachers, the course work must relate to a particular skill and trade for which the employee is currently employed or must relate to another position in the district as well as the requirements specified in Section 6 above.

G. The Board agrees to provide a pool (cap) of up to two thousand one hundred twenty-two dollars (\$2,122.00) during the 2011-2012 school year; two thousand one hundred sixty four dollars (\$2,164.00) during the 2012-2013 school year; and two thousand two hundred and seven dollars (\$2,207.00) for the 2013-2014 school year for aides for courses/workshops that are approved by the Superintendent or designee.

H. To be placed on the MA or MA+30 tracks, a teacher must notify the Superintendent in writing by February 15th of the preceding fiscal year that he plans to complete work to entitle him to be moved in the coming year. Reclassification and salary adjustments shall take effect in either September or February following the successful completion of courses and receipt of official transcripts to the Superintendent's office. Prior approval by the Superintendent of graduate courses in other than a degree program relating to one's professional employment is required as a condition to be eligible for placement on the MA level. Eligibility for the MA+30 placement requires an earned Masters degree plus thirty (30) credits previously approved for such use by the Superintendent, as above.

I. In accordance with N.J.A.C. 6:11-13 (d) the Board shall establish a Professional Development Committee.

J. All vacancies for mentoring positions shall be posted as the District is aware of its needs. The posting shall include the qualifications for the position.

K. The District shall attempt to schedule a common planning period for the novice and the mentor.

**ARTICLE XIV**  
**SICK LEAVE**

A. All persons holding any full-time, position, or employment with the Roselle Public Schools who are under contract to the Board prior to January 1, 1985 shall be allowed sick leave with full pay for fifteen (15) school days in any school year. Any unused sick leave days of the first twelve (12) sick days may be accumulated to be used for additional sick leave as needed in subsequent years. Any person holding any full-time office, position, or employment with the Roselle Public Schools whose<sup>4</sup> contract effective date is on or after January 1, 1985 shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave for these persons shall also be accumulated to be used for additional sick leave as needed in subsequent years. All aides shall receive twelve (12) sick days per year.

B. Any employee who has exhausted his accumulated sick leave may apply to the Board for additional sick leave based on his salary, less the cost of a substitute's per diem, for each day of leave. (See N.J.S.A. 18A:30-6)

C. In any unusual case of sick leave, the Board may require a physician's certificate to be filed with the Superintendent. This includes sick leave caused by illness, injury, or quarantine.

D. Up to three (3) days of the sick leave referred to in this Article may be used for family illness; these three (3) days to come from the first twelve (12). Family illness is defined as illness in the immediate family that is spouse, children, father, mother, parents-in-law, and any other member of the immediate household.

E. When absence exceeds the annual and/or accumulated sick leave, a deduction will be made on the basis of a day's salary for each sick day. A day's salary is defined at 1/200th of the annual salary for a ten (10) month employee and 1/250th of the annual salary for a twelve

(12) month employee.

F. When an absence is found to be contrary to the provisions of the leave policy, the deduction of pay shall be based on the formula above. Three (3) days absence without notification of the school authorities constitutes a breach of contract. Any person so charged with breach of contract shall have the right to show evidence of a lack of ability to notify proper authorities. Such evidence, if substantiated, may result in the waiver of the breach of contract and reinstatement immediately, or as soon as is convenient. In the event of such absences caused by illness as defined above, annual and accumulated sick leave may be credited towards such absence.

G. Upon retirement for service and age from a State administered Pension Fund, an employee will receive one (1) day's pay for each four (4) days of accumulated sick leave. The amount that teaching staff members may receive shall not exceed \$9,818.76 for the 2011-2012 school year; \$10,015.14 for the 2012-2013 school year; and \$10,215.44 for the 2013-2014 school year.

The amount that secretarial/clerical employees, custodial/maintenance employees and security guards may receive may not exceed \$7,943.27 for the 2011-2012 school year; \$8,102.14 for the 2012-2013 school year; \$8,264.18 for the 2013-2014 school year.

The amount that aides may receive shall not exceed \$3,971.64 for the 2011-2012 school year; \$4,051.07 for the 2012-2013 school year; and \$4,132.09 for the 2013-2014 school year. Deferred retirement vesting is not retirement under this provision.

H. Security guards, aides, and AV Technicians shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave may be accumulated to be used for additional sick leave as needed in subsequent years.



**ARTICLE XV  
TEMPORARY LEAVES OF ABSENCES**

A. The Board will approve temporary leaves of absence with pay for all employees under the following circumstances:

1. Three (3) days per year may be utilized for personal business, provided notification is made to the Superintendent through the appropriate building principal at least five (5) days in advance, except in cases of emergency. Employees shall provide documentation for the taking of emergency personal leave within three (3) days of returning from the emergency personal leave. In the event the day requested is contiguous to a holiday, weekend, vacation, or other recess period, the Superintendent may require a valid reason, in writing, for his approval. Aides shall receive two (2) personal business days per year.

2. Any unused personal business days may be accumulated to be used for additional sick leave as needed in subsequent years.

3. For a death in the immediate family during the individual's work year, up to five (5) school days will be granted as leave with pay. Immediate family is defined as mother, father, sister, brother, children, son-in-law, daughter-in-law, spouse, grandparents, and parents-in-law. In the event of the death of a teacher or student in the Roselle School District, the principal of said teacher or student may grant to an appropriate number of teachers sufficient time off to attend the funeral. Up to three (3) school days will be granted as leave with pay in the case of a death during the individual's work year of brother-in-law, sister-in-law, grandchildren or any other member of the immediate household. These aforementioned days shall be used consecutively within the school year except in extenuating circumstances. In such case, a written request stating the reasons for the extenuating circumstances must be submitted by the employee to-the Superintendent for approval.

4. Other leaves of absence with pay may be granted by the Board for good reason, including legal proceedings.

B. Leaves taken pursuant to Section A above may be in addition to any sick leave to which the employee is entitled.

C. Paid leave will run concurrently with NJFLA and/or FMLA leave.

**ARTICLE XVI  
EXTENDED LEAVES OF ABSENCE**

A. The Board will approve extended leaves of absence without pay under the following circumstances:

1. Except where payment is required by law, military leaves required by involuntary assignments due to duty with the Armed Forces, including National Guard and Reserve units during the school year, will be granted, provided other arrangements cannot be made for such temporary service during school vacation.

B. Maternity Leave

1. The Board shall grant maternity/sick leave for the period of actual disability associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for illness or medical disability. The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability concurrent with New Jersey Family Leave Act or Federal Family Medical Leave Act.

2. Any pregnant employee who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an administrator has assigned her.

4. In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the attending physician.

5. No employee shall be required to neither leave work because of pregnancy

at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

6. The pregnant employee shall be treated as any other employee.

7. The Board has the right to remove any pregnant employee from her daily duties on the following criterion:

- (a) Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist, if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's physician concludes she is unable to continue in the role of an employee.

C. Child Rearing

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedure:

1. All initial applications, and applications for extensions or reductions of child-rearing leave, shall be made in writing to the Superintendent.

2. Any employee intending to apply for child-rearing leave shall advise the superintendent of the fact of her pregnancy and/or of his prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The employee shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.

3. The request for child-rearing leave shall specify the date when the

employee wishes to leave to commence and terminate.

4. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced. The Board shall grant an additional year of leave upon the request of an eligible employee provided such request is made in writing to the superintendent by June 1st. If the procedure is not followed the Board will retain the sole discretion to deny the extension. An eligible employee is an employee who is under tenure or who has received a tenure contract. An eligible employee on child-rearing leave shall notify the Board in writing of the intention to return to the District by May 1st of the school year preceding the school year in which the employee wishes to return to the District.

5. An employee returning on the first day of the school year in September from child-rearing leave shall be placed in his previously held position if available and administratively feasible.

6. Any employee who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

7. No employee on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of his competence.

8. Time spent on child-rearing leave of absence shall not count towards salary guide placement, experience, seniority, sick leave accumulation, etc.

9. Any ten (10) month employee who accepts child-rearing leave after January 31st in any given year is given credit on the salary guide for a full year upon returning to the district. Any twelve (12) month employee who accepts child-rearing leave after January 1st

in any given year is given credit on the salary guide for a full year upon returning to the district.

10. The child-rearing leave period shall not be counted for tenure purposes or seniority purposes, except in accordance with law or state regulation.

11. Aides shall only be entitled to the provisions of the Family Leave Act, twelve (12) weeks within a twenty-four (24) month period.

D. Adoption: Any employee adopting a child shall receive a leave similar to child-rearing leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements of the adoption.

E. Other leaves of absence without pay may be granted by the Board for good reason.

F. All extensions or renewal of leaves shall be applied for in writing and answered within five (5) days of the Board meeting following the receipt of the request.

G. The Board agrees to implement FMLA/NJLA/NJFLIA as required by law.

**ARTICLE XVII**  
**SABBATICAL LEAVES**

A. A sabbatical leave may be granted to a teacher by the Board, for study in the teacher's area of educational certification or for other reasons of value to the school system, subject to the following conditions:

1. Request for sabbatical leave must be received by the Superintendent in writing, in such form as may be mutually agreed upon by the Association and the Superintendent no later than February 1st, and action must be taken on all such requests no later than April 15th of the school year preceding the school year for which the sabbatical leave is requested.

2. Sabbatical leave for study: The following criteria shall be satisfied in order to be eligible for said leave:

- (a) Possess a teaching certificate;
- (b) Employed satisfactorily for a minimum of seven (7) years in the district; and
- (c) Submit a planned program of study.

3. Any leave granted under this Article shall be with compensation for a period of not to be less than six (6) months nor more than one (1) year. Compensation for sabbaticals shall be one-half (1/2) of the scheduled salary which the teacher would have received, had such leave not been granted.

4. The grantee of such leave shall be required to contract to serve the system for three (3) years after the expiration or termination of the sabbatical leave and shall be paid the scheduled salary that he would have received had he not had a sabbatical leave. This salary placement, however, is to be granted only after a statement of the work pursued by the grantee at college has been submitted to and approved by the Superintendent of Schools.

5. The following activities will be considered appropriate:
  - (a) Formal Graduate Study: A minimum of sixteen (16) points or credits per semester in the individual's own field of work or closely related field; and
  - (b) Writing of a Doctoral Thesis.

6. A maximum of two people of the professional staff may be on sabbatical leave at any one time. First consideration will be given to those sabbatical leave plans which involved the greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves. The Board shall approve all sabbatical leaves.



**ARTICLE XVIII**  
**PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY**

A. In the event of any disorder or disruption in the regular school program, the Association may request to meet with the Board and/or administrators immediately to develop mutually acceptable programs to guarantee the safety of students, board employees, and property.

B.

1. The Board shall give full support, including limited legal and other assistance for any unprovoked assault upon the employee while on school property, or engaged in authorized school business.

2. When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits as provided by law (N.J.S.A. 18A:30-2.1) for the period of such absence, but shall not forfeit any sick leave or personal leave.

3. The Board shall reimburse any employee for the reasonable cost of medical, surgical, or hospital services incurred as time result of any injury sustained as the direct results of an assault by a student while in the course of his employment, and provided such costs exceed the coverage afforded by any plan or insurance offered by the Board to its employee, including hospital, surgical and medical insurance and workers' compensation coverage. Should such a situation exist, the Board shall be notified immediately by said employee and shall refrain from entering any course of treatment, except in an emergency, without Board approval. Payments to be made under this section shall not take effect until it is shown to the Board's satisfaction that recovery cannot be made by the employee injury from the student perpetrating the assault.

C.

1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Such notification shall be immediately forwarded to the Superintendent, who may comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and may act in appropriate ways as liaison between the teacher, the police, and the courts.

D. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his duties within the scope of his employment.

E. Any employee of the Board shall be protected against civil and/or criminal action by all pertinent statutes as stated in N.J.S.A. 18A:16-6.1 and N.J.S.A. 18A:16-6.

**ARTICLE XIX  
INSURANCE PROTECTION**

A. The Board agrees that it will provide individual and full family health-care insurance coverage for all employees of the Board whose regular assignments exceed twenty (20) hours per week, through the current coverage in effect at the time of the adoption of the current collective bargaining agreement.

B. The Dental Plan premium shall be capped at the rate in effect on June 30, 1996.

C. The Board shall request the carrier to provide to each employee a description of the health-care insurance coverage provided under this Article, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage, as listed above.

D. The insurance referred to in this Article shall be available to all employees, where applicable, who are represented by the Association, except teachers on leave of absence without pay. All eligibility for insurance shall be in accordance with the terms of the policies issued and responsibility of the Board shall be no greater than the terms of such policies of insurance as issued or applied. For the period of time covered by this Agreement, the Board shall not take steps to reduce the coverage provided by the above referred to insurance program.

E. The Board reserves the right to change insurance carriers, provided that such insurance coverage is equal to or better than that provided by the above insurance coverage. The Board will furnish the Association with reasonable notification of the change and information relative to the coverage under the new insurance carrier.

F. The Board agrees to provide each employee with a family prescription plan with a co-pay as follows:

	2011-2014
Mail Order 90 day supply	\$15 generic, \$25 brand name
Generic	\$15.00 per prescription
Brand Name	\$25.00 per prescription

G. All employees hired after August 15, 1996 shall be entitled to DPP family coverage at Board expense for the first three (3) years. Thereafter, these employees will be entitled to family coverage in DPP or traditional at Board cost.

H. Effective July 1, 2011, no employee will be allowed to change from POS, PPO, HMO, to a traditional plan. The traditional indemnity plan currently in effect will be eliminated effective July 1, 2012.

I. Employee Contribution: All employees shall be required to contribute 1.5% of their gross salary as required by P.L. 2010, c2, to the cost of any health or dental insurance coverage provided by the District for the duration of this Agreement. The Board shall withhold such contribution from the pay, salary or other compensation paid to the employee. Such contribution shall be made on a pretax basis. The Board established a qualified Chapter 125 plan in order to effectuate said pretax savings.

J. Auto Insurance Deductible

1. Any employee required to use their own vehicle to transport tools, equipment supplies from the building to building or between job sites or bank deposits as directed by the administrator, that has their vehicle damages in an accident not due to willful negligence will have their insurance deductible paid by the Board up to \$500.00 per occurrence. In order to receive reimbursement under this provision, the effected employee must submit to the School Business Administrator proof of payment of the insurance deductible paid.

2. No employee shall be required to transport a student from one location to

another unless another employee is present in the same vehicle and has been authorized to do so by the school administrator.

**ARTICLE XX**  
**DEDUCTION FROM SALARY**

A.

1. The Board agrees to deduct from the salaries of its teachers, dues for the Roselle Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 N.J.S.A. 52:14-15.9(e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

2. The Board agrees to deduct from the salaries of its non-certificated employees, dues for the Roselle Education Association, solely as a local, or associate member dues in the NJEA or the NEA, or any one or any combination of such association as said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:16-15.9(e)) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

3. Each of the associates named above shall certify at least annually to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of

such change.

4. The Board shall make available to interested employees a tax-sheltered Annuity Plan which provides the Federal Income Tax treatments prescribed by Section 403(b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. Said plan shall be designated by the Association and be consistent with the controlling New Jersey statute.

5. The Board agrees to deduct from the salaries of employees covered by this Agreement (Article I – Recognition) who choose not to become Association members, a representative fee equal to eight-five percent (85% of regular membership dues, fees, and assessments. The procedures to be used in administering the collection of the representative fee shall be in conformance with N.J.S.A. 34:13A-5.5, et seq. (Chapter 477 of the Laws of 1979). The Association agrees to save harmless the Board from any liability resulting from improper deductions based on information provided to the Board by the Association.

**ARTICLE XXI**  
**MISCELLANEOUS PROVISIONS**

A. 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 the hiring, training, promotion, transfer, or discipline of employees, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein, and given them full force and effect as Board policy.

C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement, as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during hrte term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

D. 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.

E. 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. After a format has been agreed to by both parties hereto, this Agreement shall be printed within ninety (90) days after the Agreement is signed. The expense of time printing of this Agreement shall be shared equally by the parties hereto. A copy of the Agreement shall be presented to all employees now employed or hereafter employed by the Board.

G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement either party shall do so by electronic mail, regular mail, facsimile or registered letter at the following addresses:

1. If by the Association, to the Board Secretary or Superintendent at:

710 Locust Street  
Roselle, NJ 07203  
Facsimile (908) 298-3382  
Current Board Secretary e-mail: [lcampana@roselleschools.org](mailto:lcampana@roselleschools.org)  
Current Superintendent e-mail: [kwest@roselleschools.org](mailto:kwest@roselleschools.org)

2. If by the Board, to the Association at:

Current President's home address

H. The Board recognizes that the employee has a right to his own personal mode of lifestyle, and such shall not be a concern of the Board unless it affects or influences the proper performance of duties or the operation of the school district, except as otherwise provided in this Agreement by law.

**ARTICLE XXII  
EXTRA-CURRICULAR**

A. Definition

Extra-curricular activities include those activities which are beyond the scope of the teacher's assignment and not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, or work year as defined in this Agreement. Said extracurricular activities and the compensation for same are set forth and attached hereto.

B. Newly Created Position

The Association shall be notified of the creation of any new positions and the compensation shall be negotiated.

C. Procedures

1. All vacancies in extra-curricular positions shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of positing. Teachers who desire to apply for such vacancies shall submit their application in writing to the appropriate administrator within the time limit specified in the notice, and the appropriate administrator shall acknowledge promptly in writing the receipt of all such applications.

2. The qualifications for the position, its duties, and the rate of compensation, if known, shall be clearly set forth.

3. All qualified teachers shall be given adequate opportunity to make application and all such applications shall be considered. Each teacher applicant shall be notified as to the filling of said position.

4. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified applicant outside of

the district who is the holder of an appropriate New Jersey Teaching Certificate.

5. If, after having made every effort, the Board is unable to employ a qualified person in accordance with the procedures set forth in Sections C.1 and C.4 above, the Board may assign a qualified teaching staff member from within the district.

**ARTICLE XXIII  
EVALUATION PROCEDURE**

A. All formal observation of the work performance of an employee, for the purpose of the annual evaluation process, shall be conducted openly and with full knowledge of the employee by properly certified and authorized personnel.

B. A post conference and a written evaluation shall be given with ten (10) working days following the formal observation.

C. If there is a disagreement with the evaluation, the employee shall then have five (5) working days to submit a rebuttal to the observation report. An additional two (2) days shall be granted to the employee by the supervisor for extenuating circumstances.

D. No employee shall be required to sign a blank or incomplete evaluation form.

E. All finalized evaluation reports must be signed by the employee. Said signature does not necessarily convey agreement with the report, only that the employee has seen and reviewed the report.

**ARTICLE XXIV**  
**PART-TIME TEACHER EMPLOYEES**

A. "Part-time" teacher shall be defined as any certificated teaching staff member working twenty hours or less per week.

B. Each part-time teacher shall receive as sick leave time, two (2) times the total number of hours employed during a normal work week. Any unused sick leave time shall be cumulative.

C. Each part-time teacher shall receive two (2) times the total number of hours employed during a normal work week divided by four (4) as personal leave hours. Any unused personal leave hours shall accumulate as sick leave in subsequent years.

D. Part-time teachers shall advance on the salary guide up to the fourth step on the BA guide. (Place Steps 1-4 on Schedule F).

**ARTICLE XXV  
DURATION OF AGREEMENT**

A. This Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2014, subject to the Association's right to negotiate over a successor agreement, as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

B. **IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

**ROSELLE EDUCATION ASSOCIATION**

**BOARD OF EDUCATION  
OF THE BOROUGH OF ROSELLE  
IN THE COUNTY OF UNION**

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Secretary

**SCHEDULE A  
ROSELLE TEACHERS  
SALARY GUIDES  
2011-2012**

Step	BA	BA+30	MA	MA+30
1	48,239		52,058	55,719
2	48,747		52,565	56,226
3	49,254		53,073	56,734
4	49,762		53,580	57,241
5	50,270		54,088	57,749
6	50,848		54,720	58,306
7	51,510		55,382	58,966
8	52,322		56,313	59,959
9	53,321		57,340	60,980
10	54,332		58,368	62,136
11	55,365		59,414	63,203
12	56,429		60,487	64,273
13	57,528		61,604	65,391
14	58,672		62,757	66,540
15	59,910		64,003	67,800
16	61,225		65,344	69,002
T	61,977		66,096	69,754
S	63,141		67,472	71,138
R	64,145		68,213	71,817
Q	65,003		69,026	72,104
P	66,212		70,205	73,312
O	67,350		71,381	74,455
N	68,605		72,672	75,715
M	69,827		73,928	76,941
L	70,956		75,084	78,060
K	72,256		76,371	79,383
J	73,871		77,723	80,706
I	76,269	78,984	80,072	82,108
H	78,651	81,546	82,653	84,772
G	81,207	84,199	84,903	87,439
F	83,912	87,007	87,734	90,356
E	84,882	88,014	88,749	91,396
D	85,760	88,915	89,669	92,341
C	86,704	89,898	90,650	93,362
B	90,156	94,063	94,172	97,505
A	92,783	96,670	96,751	102,745

**All teachers who are on a number step move one step from 2010-2011.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE A  
ROSELLE TEACHERS  
SALARY GUIDES  
2012-2013**

Step	BA	BA+30	MA	MA+30
1	48,677		52,496	56,157
2	49,185		53,003	56,664
3	49,692		53,511	57,172
4	50,200		54,018	57,679
5	50,708		54,526	58,187
6	51,286		55,158	58,744
7	51,948		55,820	59,404
8	52,760		56,751	60,397
9	53,759		57,778	61,418
10	54,770		58,806	62,574
11	55,803		59,852	63,641
12	56,867		60,925	64,711
13	57,966		62,042	65,829
14	59,110		63,195	66,978
15	60,348		64,441	68,238
16	61,663		65,782	69,440
U	62,425		66,544	70,202
T	63,177		67,296	70,954
S	64,341		68,672	72,338
R	65,345		69,413	73,017
Q	66,203		70,226	73,304
P	67,412		71,405	74,512
O	68,550		72,581	75,655
N	69,805		73,872	76,915
M	71,027		75,128	78,141
L	72,156		76,284	79,260
K	73,456		77,571	80,583
J	75,071		78,923	81,906
I	77,469	80,184	81,272	83,308
H	79,851	82,746	83,853	85,972
G	82,407	85,399	86,103	88,639
F	85,112	88,207	88,934	91,556
E	86,082	89,214	89,949	92,596
D	86,960	90,115	90,869	93,541
C	87,904	91,098	91,850	94,562
B	91,356	95,263	95,372	98,705
A	93,983	97,870	97,951	103,945

**All teachers who are on a number step move one step from 2011-2012.  
Those on a LETTER step stay on the same letter.**



**SCHEDULE A  
ROSELLE TEACHERS  
SALARY GUIDES  
2013-2014**

Step	BA	BA+30	MA	MA+30
1	49,092		52,911	56,572
2	49,600		53,418	57,079
3	50,107		53,926	57,587
4	50,615		54,433	58,094
5	51,123		54,941	58,602
6	51,701		55,573	59,159
7	52,363		56,235	59,819
8	53,175		57,166	60,812
9	54,174		58,193	61,833
10	55,185		59,221	62,989
11	56,218		60,267	64,056
12	57,282		61,340	65,126
13	58,381		62,457	66,244
14	59,525		63,610	67,393
15	60,763		64,856	68,653
16	62,078		66,197	69,855
V	62,863		66,982	70,640
U	63,625		67,744	71,402
T	64,377		68,496	72,154
S	65,541		69,872	73,538
R	66,545		70,613	74,217
Q	67,403		71,426	74,504
P	68,612		72,605	75,712
O	69,750		73,781	76,855
N	71,005		75,072	78,115
M	72,227		76,328	79,341
L	73,356		77,484	80,460
K	74,656		78,771	81,783
J	76,271		80,123	83,106
I	78,669	81,384	82,472	84,508
H	81,051	83,946	85,053	87,172
G	83,607	86,599	87,303	89,839
F	86,312	89,407	90,134	92,756
E	87,282	90,414	91,149	93,796
D	88,160	91,315	92,069	94,741
C	89,104	92,298	93,050	95,762
B	92,556	96,463	96,572	99,905
A	95,183	99,070	99,151	105,145

**All teachers who are on a number step move one step from 2012-2013.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE B  
ROSELLE SECRETARIES  
SALARY GUIDES  
2011-2012**

<b>Step</b>	<b>Clerk 10</b>	<b>Clerk 12</b>	<b>Sec. 12</b>
0	27,203	32,215	33,676
1	27,559	32,570	34,031
2	27,930	32,941	34,403
3	28,318	33,329	34,791
4	28,722	33,735	35,197
5	29,145	34,160	35,620
6	29,691	34,688	36,100
7	30,232	35,321	36,527
8	30,975	36,109	36,950
9	31,905	37,230	38,211
10	32,858	38,385	39,522
11	33,849	39,574	40,876
12	34,865	40,812	42,279
13	35,918	42,081	43,729
14	37,004	43,403	45,227
15	38,132	44,764	46,781
16	39,454	46,361	48,609
17	40,316	47,370	50,170
R	40,700	47,754	50,554
Q	41,128	48,295	51,079
P	41,285	48,458	51,216
O	41,597	48,711	51,562
N	42,166	49,116	52,201
M	42,618	49,674	52,746
L	43,017	50,169	53,233
K	43,427	50,672	53,728
J	43,720	51,025	54,055
I	44,139	51,543	54,576
H	44,569	52,072	55,103
G	44,993	52,589	55,615
F	45,833	53,595	56,645
E	46,680	54,483	57,678
D	47,515	54,810	59,566
C	48,332	56,664	61,453

**All secretaries who are on a number step move one step from 2010-2011.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE B  
ROSELLE SECRETARIES  
SALARY GUIDES  
2012-2013**

<b>Step</b>	<b>Clerk 10</b>	<b>Clerk 12</b>	<b>Sec. 12</b>
0	27,503	32,515	33,976
1	27,859	32,870	34,331
2	28,230	33,241	34,703
3	28,618	33,629	35,091
4	29,022	34,035	35,497
5	29,445	34,460	35,920
6	29,991	34,988	36,400
7	30,532	35,621	36,827
8	31,275	36,409	37,250
9	32,205	37,530	38,511
10	33,158	38,685	39,822
11	34,149	39,874	41,176
12	35,165	41,112	42,579
13	36,218	42,381	44,029
14	37,304	43,703	45,527
15	38,432	45,064	47,081
16	39,754	46,661	48,909
17	40,616	47,670	50,470
S	40,940	47,994	50,794
R	41,324	48,378	51,178
Q	41,752	48,919	51,703
P	41,909	49,082	51,840
O	42,221	49,335	52,186
N	42,790	49,740	52,825
M	43,242	50,298	53,370
L	43,641	50,793	53,857
K	44,051	51,296	54,352
J	44,344	51,649	54,679
I	44,763	52,167	55,200
H	45,193	52,696	55,727
G	45,617	53,213	56,239
F	46,457	54,219	57,269
E	47,304	55,107	58,302
D	48,139	55,434	60,190
C	48,956	57,288	62,077

**All secretaries who are on a number step move one step from 2011-2012.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE B  
ROSELLE SECRETARIES  
SALARY GUIDES  
2013-2014**

<b>Step</b>	<b>Clerk 10</b>	<b>Clerk 12</b>	<b>Sec. 12</b>
0	27,739	32,751	34,212
1	28,095	33,106	34,567
2	28,466	33,477	34,939
3	28,854	33,865	35,327
4	29,258	34,271	35,733
5	29,681	34,696	36,156
6	30,227	35,224	36,636
7	30,768	35,857	37,063
8	31,511	36,645	37,486
9	32,441	37,766	38,747
10	33,394	38,921	40,058
11	34,385	40,110	41,412
12	35,401	41,348	42,815
13	36,454	42,617	44,265
14	37,540	43,939	45,763
15	38,668	45,300	47,317
16	39,990	46,897	49,145
17	40,852	47,906	50,706
T	41,226	48,280	51,080
S	41,550	48,604	51,404
R	41,934	48,988	51,788
Q	42,362	49,529	52,313
P	42,519	49,692	52,450
O	42,831	49,945	52,796
N	43,400	50,350	53,435
M	43,852	50,908	53,980
L	44,251	51,403	54,467
K	44,661	51,906	54,962
J	44,954	52,259	55,289
I	45,373	52,777	55,810
H	45,803	53,306	56,337
G	46,227	53,823	56,849
F	47,067	54,829	57,879
E	47,914	55,717	58,912
D	48,749	56,044	60,800
C	49,566	57,898	62,687

**All secretaries who are on a number step move one step from 2012-2013.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE C  
ROSELLE CUSTODIAN/MAINTENANCE  
SALARY GUIDE  
2011-2012**

<b>Step</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
0	33,345	34,859	38,226	39,703
1	33,700	35,214	38,581	40,059
2	34,071	35,585	38,952	40,430
3	34,459	35,973	39,340	40,818
4	34,865	36,379	39,746	41,224
5	35,290	36,804	40,171	41,649
6	35,787	37,244	40,646	42,134
7	36,306	37,689	41,176	42,665
8	37,088	38,225	41,842	43,345
9	37,851	39,843	42,568	44,089
10	38,629	41,700	43,312	44,852
11	39,878	43,553	44,071	45,632
12	41,515	45,245	46,035	47,085
13	43,126	46,997	47,820	48,903
14	44,796	48,767	49,623	50,747
15	46,484	50,562	51,543	52,712
16	48,207	52,196	53,276	54,578
17	49,494	53,812	54,742	56,452
R	49,836	54,154	55,084	56,794
Q	50,885	55,002	56,158	57,866
P	51,206	55,063	56,414	58,103
O	51,390	54,988	56,673	58,274
N	51,965	55,338	58,106	59,744
M	52,674	56,046	58,322	60,082
L	52,967	56,304	58,458	60,100
K	53,247	56,545	58,578	60,158
J	53,717	56,987	58,806	60,418
I	54,162	57,411	59,224	60,815
H	54,339	57,553	59,346	60,917
G	54,752	57,956	60,440	61,997
F	55,692	59,082	62,104	63,661
E	56,809	60,215	63,764	65,325
D	57,929	61,342	65,431	66,981
C	58,184	61,606	65,713	67,272
B	58,877	62,342	66,497	67,465

**All custodian/maint. personnel who are on a number step move one step from 2010-2011.  
Those on a LETTER step stay on**

**SCHEDULE C  
ROSELLE CUSTODIAN/MAINTENANCE  
SALARY GUIDE  
2012-2013**

<b>Step</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
0	33,510	35,024	38,391	39,868
1	33,865	35,379	38,746	40,224
2	34,236	35,750	39,117	40,595
3	34,624	36,138	39,505	40,983
4	35,030	36,544	39,911	41,389
5	35,455	36,969	40,336	41,814
6	35,952	37,409	40,811	42,299
7	36,471	37,854	41,341	42,830
8	37,253	38,390	42,007	43,510
9	38,016	40,008	42,733	44,254
10	38,794	41,865	43,477	45,017
11	40,043	43,718	44,236	45,797
12	41,680	45,410	46,200	47,250
13	43,291	47,162	47,985	49,068
14	44,961	48,932	49,788	50,912
15	46,649	50,727	51,708	52,877
16	48,372	52,361	53,441	54,743
17	49,659	53,977	54,907	56,617
S	50,114	54,432	55,362	57,072
R	50,456	54,774	55,704	57,414
Q	51,505	55,622	56,778	58,486
P	51,826	55,683	57,034	58,723
O	52,010	55,608	57,293	58,894
N	52,585	55,958	58,726	60,364
M	53,294	56,666	58,942	60,702
L	53,587	56,924	59,078	60,720
K	53,867	57,165	59,198	60,778
J	54,337	57,607	59,426	61,038
I	54,782	58,031	59,844	61,435
H	54,959	58,173	59,966	61,537
G	55,372	58,576	61,060	62,617
F	56,312	59,702	62,724	64,281
E	57,429	60,835	64,384	65,945
D	58,549	61,962	66,051	67,601
C	58,804	62,226	66,333	67,892
B	59,497	62,962	67,117	68,085

**All custodian/maint. personnel who are on a number step move one step from 2011-2012. Those on a LETTER step stay on the same letter.**

**SCHEDULE C  
ROSELLE CUSTODIAN/MAINTENANCE  
SALARY GUIDE  
2013-2014**

<b>Step</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
0	33,660	35,174	38,541	40,018
1	34,015	35,529	38,896	40,374
2	34,386	35,900	39,267	40,745
3	34,774	36,288	39,655	41,133
4	35,180	36,694	40,061	41,539
5	35,605	37,119	40,486	41,964
6	36,102	37,559	40,961	42,449
7	36,621	38,004	41,491	42,980
8	37,403	38,540	42,157	43,660
9	38,166	40,158	42,883	44,404
10	38,944	42,015	43,627	45,167
11	40,193	43,868	44,386	45,947
12	41,830	45,560	46,350	47,400
13	43,441	47,312	48,135	49,218
14	45,111	49,082	49,938	51,062
15	46,799	50,877	51,858	53,027
16	48,522	52,511	53,591	54,893
17	49,809	54,127	55,057	56,767
T	50,289	54,607	55,537	57,247
S	50,744	55,062	55,992	57,702
R	51,086	55,404	56,334	58,044
Q	52,135	56,252	57,408	59,116
P	52,456	56,313	57,664	59,353
O	52,640	56,238	57,923	59,524
N	53,215	56,588	59,356	60,994
M	53,924	57,296	59,572	61,332
L	54,217	57,554	59,708	61,350
K	54,497	57,795	59,828	61,408
J	54,967	58,237	60,056	61,668
I	55,412	58,661	60,474	62,065
H	55,589	58,803	60,596	62,167
G	56,002	59,206	61,690	63,247
F	56,942	60,332	63,354	64,911
E	58,059	61,465	65,014	66,575
D	59,179	62,592	66,681	68,231
C	59,434	62,856	66,963	68,522
B	60,127	63,592	67,747	68,715

**All custodian/maint. personnel who are on a number step move one step from 2012-2013. Those on a LETTER step stay on the same letter.**

**SCHEDULE D  
ROSELLE SECURITY  
SALARY GUIDE  
2011-2012**

<b>Step</b>	<b>Security</b>
1	20,522
2	20,776
3	21,041
4	21,316
5	21,604
6	21,934
7	22,284
8	22,678
9	23,100
10	23,763
R	24,103
Q	24,747
P	25,128
O	25,800
N	27,148
M	28,712
L	30,436
K	31,688
J	33,089
I	33,700
H	34,853
G	35,905
F	37,835
E	40,316
D	42,186
C	43,785
B	46,338

**All security personnel who are on a number step move one step from 2010-2011.  
Those on a LETTER step stay on the same letter.**



**SCHEDULE D  
ROSELLE SECURITY  
SALARY GUIDE  
2012-2013**

<b>Step</b>	<b>Security</b>
1	20,658
2	20,912
3	21,177
4	21,452
5	21,740
6	22,070
7	22,420
8	22,814
9	23,236
10	23,899
S	24,303
R	24,643
Q	25,287
P	25,668
O	26,340
N	27,688
M	29,252
L	30,976
K	32,228
J	33,629
I	34,240
H	35,393
G	36,445
F	38,375
E	40,856
D	42,726
C	44,325
B	46,878

**All security personnel who are on a number step move one step from 2011-2012.  
Those on a LETTER step stay on the same letter.**

**SCHEDULE D  
ROSELLE SECURITY  
SALARY GUIDE  
2013-2014**

<b>Step</b>	<b>Security</b>
1	20,854
2	21,108
3	21,373
4	21,648
5	21,936
6	22,266
7	22,616
8	23,010
9	23,432
10	24,095
T	24,450
S	24,854
R	25,194
Q	25,838
P	26,219
O	26,891
N	28,239
M	29,803
L	31,527
K	32,779
J	34,180
I	34,791
H	35,944
G	36,996
F	38,926
E	41,407
D	43,277
C	44,876
B	47,429

**All security personnel who are on a number step move one step from 2012-2013. Those on a LETTER step stay on the same letter.**

**SCHEDULE E  
ROSELLE AIDES SALARY GUIDE (PER DAY)**

**Aides with 60 College Credits**

<b>Step</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
1.	\$164.07	\$167.36	\$170.70
2.	\$166.87	\$170.21	\$173.61
3.	\$169.68	\$173.07	\$176.53

**Aides without College Credits**

<b>Step</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
1	\$117.72	\$120.08	\$122.48
2	\$120.53	\$122.94	\$125.40
3	\$123.34	\$125.80	\$128.32

**Legend: Step 1 - Entry through 6th year of employment  
Step 2 - Entry through 7th year of employment  
Step 3 - Upon entering 13th year of employment**

**SCHEDULE F  
ROSELLE PART-TIME TEACHER EMPLOYEES  
2011-2012**

<b>STEP</b>	<b>P/T TEACHERS</b>	<b>FULL-TIME DAILY</b>	<b>PART-TIME DAILY</b>	<b>PART-TIME HOURLY</b>
1	\$48,239	\$241.20	\$137.48	\$36.18
2	\$48,747	\$243.74	\$138.93	\$36.56
3	\$49,254	\$246.27	\$140.37	\$36.94
4	\$49,762	\$248.81	\$141.82	\$37.32

**All move from one step from 2010-2011 for 2011-2012**

**2012-2013**

<b>STEP</b>	<b>P/T TEACHERS</b>	<b>FULL-TIME DAILY</b>	<b>PART-TIME DAILY</b>	<b>PART-TIME HOURLY</b>
1	\$48,677	\$243.39	\$138.73	\$36.51
2	\$49,185	\$245.93	\$140.18	\$36.89
3	\$49,692	\$248.46	\$141.62	\$37.27
4	\$50,200	\$251.00	\$143.07	\$37.65

**All move from one step from 2011-12 for 2012-13**

**2013-2014**

<b>STEP</b>	<b>P/T TEACHERS</b>	<b>FULL-TIME DAILY</b>	<b>PART-TIME DAILY</b>	<b>PART-TIME HOURLY</b>
1	\$49,092	\$245.46	\$139.91	\$36.82
2	\$49,600	\$248.00	\$141.36	\$37.20
3	\$50,107	\$250.54	\$142.80	\$37.58
4	\$50,615	\$253.08	\$144.25	\$37.96

**All move one step from 2012-2013 for 2013-2014**

**SCHEDULE G  
STIPEND FOR ATHLETIC COACHES**

**2011-2014**

Where the averaging of steps/rates from 2010-2011 results in an employee receiving a lower rate than what that employee had be receiving prior to the averaging of steps, that employee will be red-lined at their old rate until the rates under the 2011-2014 contract meet or exceed that frozen rate.

	<b>2010-2011</b>	<b>Avg.</b>	<b>2011-2010</b>	<b>2012-2013</b>	<b>2013-2014</b>
Football Head Coach					
Step 0	\$8,413	\$9,821	\$10,018	\$10,218	\$10,423
Step 1	\$9,288				
Step 2	\$10,613				
Step 3	\$10,973				
Assistant Head Coach	\$253	\$253	\$258	\$263	\$268
Football Assistant Coach		\$6,476	\$6,605	\$6,737	\$6,872
Step 0	\$5,980				
Step 1	\$6,392				
Step 2	\$6,645				
Step 3	\$6,884				
Football 8th Grade Head Coach		\$4,069	\$4,150	\$4,233	\$4,318
Step 0	\$3,605				
Step 1	\$3,882				
Step 2	\$4,270				
Step 3	\$4,518				
Football Assistant 8th Grade Head Coach		\$3,746	\$3,820	\$3,897	\$3,975
Step 0	\$3,183				
Step 1	\$3,437				
Step 2	\$4,068				
Step 3	\$4,294				
Basketball Head Coach		\$9,589	\$9,781	\$9,977	\$10,176
Step 0	\$8,897				
Step 1	\$9,171				
Step 2	\$9,947				
Step 3	\$10,342				
Soccer Head Coach		\$6,966	\$7,106	\$7,248	\$7,393
Step 0	\$6,543				
Step 1	\$6,785				
Step 2	\$7,175				
Step 3	\$7,362				
Soccer Assistant Coach		\$5,267	\$5,372	\$5,480	\$5,589
Step 0	\$4,534				
Step 1	\$5,199				
Step 2	\$5,513				
Step 3	\$5,821				

	<b>2010-2011</b>	<b>Avg.</b>	<b>2011-2010</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b>Soccer 8th Grade Coach</b>					
Step 0	\$3,237	\$3,585	\$3,656	\$3,730	\$3,804
Step 1	\$3,423				
Step 2	\$3,737				
Step 3	\$3,941				
<b>Cross Country/Tennis/Winter Track/Bowling/Volleyball/Golf Head Coach</b>					
Step 0	\$4,402	\$5,176	\$5,280	\$5,385	\$5,493
Step 1	\$4,978				
Step 2	\$5,568				
Step 3	\$5,757				
<b>Cross Country/Tennis/Winter Track/Bowling/Volleyball/Golf Assistant Coach</b>					
Step 0	\$3,490	\$3,891	\$3,969	\$4,049	\$4,130
Step 1	\$3,648				
Step 2	\$4,178				
Step 3	\$4,249				
<b>Basketball Asst. Coach</b>					
Step 0	\$5,546	\$6,033	\$6,154	\$6,277	\$6,402
Step 1	\$5,845				
Step 2	\$5,972				
Step 3	\$6,769				
<b>Basketball 8th Gr. Head Coach</b>					
Step 0	\$3,901	\$4,371	\$4,458	\$4,547	\$4,638
Step 1	\$4,199				
Step 2	\$4,568				
Step 3	\$4,815				
<b>Baseball/Softball/Spring Track Head Coach</b>					
Step 0	\$6,798	\$7,378	\$7,526	\$7,676	\$7,830
Step 1	\$7,227				
Step 2	\$7,670				
Step 3	\$7,818				
<b>Baseball/Softball/Spring Track Assistant Coach</b>					
Step 0	\$5,376	\$5,722	\$5,837	\$5,953	\$6,072
Step 1	\$5,605				
Step 2	\$5,686				
Step 3	\$6,222				
<b>Baseball/Softball/Spring Track 8th Grade Coach</b>					
Step 0	\$3,568	\$4,087	\$4,169	\$4,252	\$4,338
Step 1	\$3,847				
Step 2	\$4,346				
Step 3	\$4,588				

	<b>2010-2011</b>	<b>Avg.</b>	<b>2011-2010</b>	<b>2012-2013</b>	<b>2013-2014</b>
Cross Country/Tennis/Winter Track/Bowling/ Volleyball/Golf 8th Grade Coach					
Step 0	\$1,832	\$2,274	\$2,320	\$2,366	\$2,413
Step 1	\$2,185				
Step 2	\$2,443				
Step 3	\$2,636				

**SCHEDULE H  
STIPENDS FOR NON-ATHLETIC COACHES**

Where the averaging of steps/rates from 2010-2011 results in an employee receiving a lower rate than what that employee had been receiving prior to the averaging of steps, that employee will be red-lined at their old rate until the rates under the 2011-2014 contract meet or exceed that frozen rate.

<b>Step</b>	<b>Marching Band</b>	<b>2010-2011</b>	<b>Avg.</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
0		\$6,433	\$6,762	\$6,897	\$7,035	\$7,176
1		\$7,091				
	<b>Marching Band Assistant</b>					
0		\$2,443	\$2,609	\$2,662	\$2,715	\$2,769
1		\$2,775				
	<b>Color Guard</b>					
0		\$5,324	\$5,550	\$5,661	\$5,774	\$5,890
1		\$5,777				
	<b>Cheerleaders (per season)</b>					
0		\$2,584	\$2,676	\$2,729	\$2,784	\$2,840
1		\$2,768				
	<b>Athletic Trainer (per season)</b>					
		\$6,490	\$6,490	\$6,620	\$6,752	\$6,887



**SCHEDULE I  
MISCELLANEOUS STIPENDS**

Where the averaging of steps/rates from 2010-2011 results in an employee receiving a lower rate than what that employee had been receiving prior to the averaging of steps, that employee will be red-lined at their old rate until the rates under the 2011-2014 contract meet or exceed that frozen rate.

	<b>2010-11</b>	<b>AVG.</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
TEACHER/COOR. G&T	\$8,467		8,636	8,809	8,985
FACULTY MANAGER					
STEP					
0	\$2,010	\$2,109	2,151	2,194	2,238
1	\$2,209				
TREASURER OF SCHOOL ACCOUNTS					
STEP					
0	\$2,010	\$2,109	2,151	2,194	2,238
1	\$2,209				
NEWSPAPER ADVISOR					
STEP					
0	\$1,709	\$1,771	1,806	1,842	1,879
1	\$1,832				
YEARBOOK ADVISOR					
STEP					
0	\$2,443	\$2,914	2,972	3,032	3,092
1	\$3,384				
HIGH SCHOOL CLASS ADVISOR					
STEP					
0	\$666	\$723	\$737	\$752	\$767
1	\$779				
MIDDLE SCHOOL STUDENT COUNCIL					
STEP					
1	\$687		\$701	\$715	\$729
M.S. NATIONAL JR HONOR SOCIETY					
STEP					
1	\$687		\$701	\$715	\$729
TEEN ARTS ADVISOR					
STEP					
1	\$481		\$491	\$501	\$511
NATIONAL HONOR SOCIETY					
STEP					
1	\$688		\$702	\$716	\$730
GRADE LEVEL CLUSTER CHAIR					
STEP					
1	\$566		\$577	\$589	\$600

M.S. YEARBOOK ADVISOR					
STEP					
1	\$687		\$701	\$715	\$729
	<b>2010-11</b>	<b>AVG.</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
PUBLIC RELATIONS					
STEP					
1	\$770		\$786	\$801	\$817
LITERARY MAGAZINE					
STEP					
1	\$1,442		\$1,471	\$1,500	\$1,530
SECURITY TEAM LEADER					
STEP					
1	\$2,062		\$2,103	\$2,145	\$2,188
DISTRICT WEBSITE DATA ENTRY					
STEP					
1	\$2,474		\$2,523	\$2,574	\$2,625
SUBSTITUTE TEACHER CALLER					
STEP					
1	\$2,540		\$2,590	\$2,642	\$2,695
LUNCH ROOM DUTY COOR.					
STEP					
1	\$2,010		\$2,050	\$2,091	\$2,133
	\$2,209		\$2,253	\$2,298	\$2,344
CONCERT (VOCAL/INSTRUMENTAL)					
STEP					
1	\$3,327		\$3,394	\$3,461	\$3,531
ELEM/M.S./J.H. REGISTERS					
STEP					
1	\$2,934		\$2,993	\$3,053	\$3,114
MANAGER OF BUSINESS ACCTS					
STEP					
1	\$5,790		\$5,906	\$6,024	\$6,144
DISTRICT MAINTENANCE FOREMAN					
STEP					
1	\$9,342		\$9,529	\$9,719	\$9,914
DISTRICT CUSTODIAL FOREMAN					
STEP					
1	\$10,268		\$10,473	\$10,682	\$10,896
HEAD TEACHERS					
STEP					
1	\$2,934		\$2,993	\$3,053	\$3,114

HIGH SCHOOL OFFICE MANAGER  
STEP

1	\$5,790	\$5,906	\$6,024	\$6,144
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	<b>2010-11</b>	<b>AVG.</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
THEATER ARTS ADVISOR STEP 1	\$481		\$491	\$501	\$511
ITV TEACHER/COOR. STEP 1	\$3,021		\$3,081	\$3,143	\$3,206
STUDENT SYSTEMS INFO. MANAGER STEP 1	\$6,871		\$7,009	\$7,149	\$7,292
MEDICAID COORDINATOR STEP 1	\$6,871		\$7,009	\$7,149	\$7,292
BSI COORDINATOR STEP 1	\$9,138		\$9,321	\$9,508	\$9,698
H.S. STUDENT COUNCIL STEP 1	\$687		\$701	\$715	\$729
ELEM/M.S./J.H. VOCAL/INSTRUMENT STEP 1	\$1,218		\$1,242	\$1,267	\$1,292
COORDINATOR FOR CST STEP 1	\$1,218		\$1,242	\$1,267	\$1,292

**SCHEDULE J  
ATTENDANNCE OFFICER**

<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
\$68,657	\$70,030	\$71,431

**SCHEDULE K  
AV TECHNICIANS**

	2011-2012	2012-2013	2013-2014
AV TECHNICIAN	\$48,491	\$49,461	\$50,450
LEAD AV/NETWORK TECHNICIAN	\$88,898	\$90,676	\$92,490

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