

# **A G R E E M E N T**

between

**City of Burlington Education Association**

and

**City of Burlington Board of Education**



For Terms and Conditions of Employment

**July 1, 2011 to June 30, 2014**

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This Agreement entered into by and between the Board of Education of the City of Burlington, New Jersey, hereinafter called the "Board," and the City of Burlington Education Association, hereinafter called the "Association."

**WITNESSETH**

The Board of Education of the City of Burlington, New Jersey, and the City of Burlington Education Association, recognize that education is a public trust and are dedicated to providing the best possible educational opportunities for the children of this community. This objective may be best attained if there is a climate of mutual trust and understanding between the parties.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

NOW, THEREFORE, 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 non-supervisory certificated personnel, and secretarial and clerical employees, custodial, utility, maintenance and field persons, excluding Superintendent of Schools, School Business Administrator, Assistant School Business Administrator, Principals, Vice-Principals, Director of Early Childhood Education, Supervisor of Child Study Team and State and Federal Programs, Supervisor of 7-12 Guidance, and the following confidential Central Office staff members: Administrative Assistant to the Superintendent of Schools, Administrative Assistant to the School Business Administrator, Central Office Secretary, Accountant, Bookkeeper, Payroll Secretary and Confidential Secretary to the Superintendent.
  
- B) Unless otherwise indicated, the term "unit member", when used hereinafter in this Agreement, shall refer to all non-supervisory professional employees and secretarial and clerical employees, custodial, utility, maintenance and field persons represented by the Association in the negotiating unit as defined above, and references to male unit members shall include female unit members.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A) The Board and the Association agree that, according to the provisions of Chapter 123, Public Laws of 1974, their representatives shall begin, in accordance with PERC guidelines, to meet at reasonable times, and negotiate in good faith, to complete a successor agreement.
- B) This Agreement shall not be modified, in whole or in part, by parties, except by an instrument, in writing, duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

- A) Any individual member or members shall have the right to appeal the application of policies and administrative decisions, affecting him, through administration channels. With respect to his grievances, he shall be assured freedom from restraints, interference, coercion, discrimination, or reprisal, in presenting his appeal.

- B) DEFINITION OF TERMS

- 1. GRIEVANCE

- A claim based upon an event or condition which affects the welfare or working conditions of a unit member or group of unit members, which is contrary to this Agreement, established policy, or administrative decisions, governing or affecting employees.

- 2. AN AGGRIEVED PERSON

- The person or persons making the claim.

- C) PROCEDURE

- Step 1

- Any employee (or employees), who has/have a complaint shall discuss it first with his/her appropriate supervisor, department chairperson, or principal, in an attempt to resolve the matter, informally, at that level. When the unit member is a custodian, maintenance or grounds person, the School Business Administrator replaces the reference to the Principal/Supervisor.

## Step 2

If, as a result of the discussion/s, the matter is not resolved to the satisfaction the unit member/s, he/she shall set forth his/her grievance, in writing, to the principal/supervisor within thirty (30) calendar days of the event giving rise to the grievance or when he/she reasonably could have known of the event.

The principal/supervisor shall communicate his decision to the unit member/s, in writing, along with supportive reasons, within five (5) school days of receipt of the written grievance.

## Step 3

Unit member/s may appeal the principal's decision to the superintendent of schools within five (5) school days of receipt. The appeal to the superintendent must be made in writing, and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and, upon request, with the unit member/s or principal separately. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days of the receipt of the written grievance. The superintendent shall communicate his decision, in writing, along with supporting reasons, to the unit member/s and the principal.

## Step 4

If the grievance is not resolved to the unit member/s satisfaction, he may request a review by the Board of Education. The request shall be submitted, in writing, within ten (10) school days, through the superintendent of schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a conference with the employee, if requested, and render a decision, in writing, along with supporting reasons, within thirty (30) calendar days of receipt of the written grievance.

## Step 5

If the unit member/s is not satisfied with the disposition of his/her grievance, at Step 4, or if no decision has been rendered within thirty (30) calendar days after written receipt of the written grievance by the Board, whichever is sooner, the aggrieved unit member/s may seek binding arbitration, on grievances dealing with the interpretation, application, or violation of the express terms of the contract, through the American Arbitration Association, in accordance with its rules and regulations.

## Step 6

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

D) Rights to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a unit member/s is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E) Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance, in writing, directly to the superintendent of schools and the processing of such grievance shall be commenced at Step 3. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All documents, communications, and records, dealing with the processing of a grievance, shall be filed in a separate grievance file.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared, jointly, by the superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
4. All meetings and hearings, under this procedure, shall not be conducted in public and shall include only such parties in interest, and their designated or selected representatives, previously referred to in this Article.

F) The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances:

1. The failure, or refusal, of the Board to renew a contract of a non-tenured employee;
2. In matters where a method of review is prescribed by law, or by ruling of the state commissioner of education, or the state board of education.
3. In matters involving the sole discretion of the Board.
4. The appointment to or lack of appointment to a position for which tenure is either not possible or not required.

## ARTICLE IV

### ASSOCIATION-ADMINISTRATION LIAISON

- A) The Association shall select a Liaison Committee, for each school building, which may meet with the principal at least once a month, for the duration of the school year, to review and discuss local school problems and practices and to play an active role in the revision or development of building policies.
- B) A maximum of ten (10) Association representatives may meet with the superintendent and his designees, at least once a month during the school year (unless cancelled by mutual agreement) to review and discuss current school problems and practices and the administration of this Agreement.
1. During the course of each school year, the City of Burlington Board of Education and representatives of the City of Burlington Education Association may meet to discuss items of mutual concern. The chairman of the group shall be the superintendent of schools. The purpose of such discussion may be as follows:
    - a. Evaluate problems and topics presented for discussion.
    - b. Gather facts for a complete understanding of problems and other matters of concern.
    - c. Discuss and attempt to arrive at a solution to problems for Board of Education consideration.
    - d. Make recommendations to their own body.
  2. The agenda shall be prepared jointly by the president of the City of Burlington Education Association and the superintendent of schools. Matters involving personalities shall not be discussed. Consultants, or others who may be invited to a meeting, shall come only with the pre-knowledge and consent of both parties.
  3. Other meetings may be convened at the request of the City of Burlington Education Association, the superintendent and/or the City of Burlington Board of Education, to discuss items of mutual concern.

## ARTICLE V

### UNIT MEMBER/S RIGHTS AND RESPONSIBILITIES

- A) The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce, any unit member in the employment of any rights conferred by law.
- B) Nothing contained herein shall be construed to deny, or restrict, to any unit member, such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
- C) No unit member/s shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- D) If a unit member/s is expressly required to appear before the superintendent of schools, then such unit member/s may be accompanied by one representative at such meeting. It is the obligation of the unit member/s to expressly make this determination. The superintendent shall provide the unit member/s with reasonable advance notice, in writing, with reasons for any meeting of an investigatory or disciplinary nature.
- E) All teachers in the elementary schools shall have a duty-free lunch period of fifty (50) minutes per day. All teachers in the intermediate school shall have a fifty (50) minute duty-free lunch daily except they may be assigned lunch supervision one (1) week out of every six (6) weeks ONLY in an emergency short-term situation (safety and welfare of students) upon approval of the building principal and the Superintendent of Schools.

## ARTICLE VI

### ASSOCIATION RIGHTS AND PRIVILEGES

- A) The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district, or any other pertinent information.
- B) The Association and its representatives shall have the right to use school buildings, at reasonable hours, for meetings. Permission shall be obtained from the superintendent, in advance of the time and place of all such meetings.
- C) The Association shall have the right to use the inter-school mail facilities and school mailboxes, when necessary.



- D) The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the unit members, and to no other organizations.

## ARTICLE VII

### PERSONAL LIFE AND PROFESSIONAL RESPONSIBILITIES

- A) The personal life of a unit member is not an appropriate concern for the attention of the Board, except as it may directly, or indirectly, prevent the unit member from performing, properly, his/her assigned functions during the workday.
- B) Unit members shall be entitled to full rights of citizenship and no religious or political activities, of any unit member, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member, providing said activities do not violate any local, state, or federal law.
- C) The teacher shall be required to use all reasonable efforts in following the curriculum guides, and all forms of instruction are subject to established supervisory and evaluative practices.
- D) The Board of Education agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs, designed to improve the quality of instruction in the Burlington City School District.

## ARTICLE VIII

### PROTECTION OF UNIT MEMBER/S, STUDENTS AND PROPERTY

- A) As specified in Title 18A, a unit member may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, obtain possession of weapons, or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property, and shall enjoy all of the protection of said Title 18A.
- B) Workers Compensation
- Unit members who are absent from duty on account of accidental injury, which is covered by compensation insurance carried by the Board of Education, are required to return, to the Board, the compensation allowable for the accident. Employees should not benefit financially by such accidents.
- C) All employees shall immediately report any injuries, no matter how slight, suffered by them in connection with their employment, to their superior.

## ARTICLE IX

### TEACHER WORK YEAR

- A) All openings for positions in the Adult School and Summer School shall be adequately publicized by the superintendent or director of the particular area.

In filling such positions, consideration shall be given to a teacher's area of certification, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Burlington City School District. The superintendent and Board shall have the final say.

- B) The teacher work year shall be 185 days between September 1 to June 30 during 2011-2012. The teacher work year shall be 187 days between the Thursday prior to Labor Day to June 30 during the 2012/2013 and 2013/2014 school year. Any work required beyond 187, within said period, shall be paid at the teacher's prevailing rate, with exception of new teachers, who shall be required to work three (3) additional days for new teacher orientation, making a work year of 190 days during the two year period. Also, up to four teacher workdays would be reserved for professional in-service for each of the two years.

- C) For 2012-2013 and 2013-2014, the first day in-service for all teachers will be the Thursday prior to Labor Day with new staff starting the Monday before Labor Day for three days. School shall be closed on the Friday prior to Labor Day. In addition to school being closed for the observance of President's Day, school will also be closed the Friday prior to President's Day in the 2012-2013 and 2013-2014 School Year.

#### 1. Teacher Work Day

##### a. Elementary and Intermediate

Effective September 1, 1991, elementary teachers will work ten (10) additional minutes of instruction within the current workday.

Flex schedule positions are those positions posted on a need basis, approved by the superintendent, and voluntarily accepted by the employee. Flex position work hours should be consecutive. No loss of job should occur as a result of creating flexible schedule positions.

b. **High School**

Effective September 1, 1991, high school teachers will work ten (10) more minutes of instructional time within the work day, but the total required in-school work day will be reduced by ten (10) minutes.

1. For the 1996-97 school year, the Board of Education will implement a nine (9) period day at the high school. A representative bell schedule is attached and made a part hereof. (Appendix A)
2. Within the nine (9) period day, the normal teaching load for staff members shall be five (5) teaching periods, except for Physical Education teachers, whose normal teaching load shall be six (6) periods and no duty period. Beginning in the 2012-2013 School Year, all staff can be assigned six teaching periods without additional compensation.
3. If the six-period day is required for scheduling purposes, teachers who work a sixth period shall be compensated at a rate of \$33.75 per period x 183 periods for a total of \$6,176.25 for the 11/12 school year. Beginning with September 1, 2005 through June 30, 2012, compensation received by teachers assigned to teach a sixth-period day will be included in the teacher's base salary for pension purposes. A pro-rated amount shall apply if the sixth period is for a shorter period of time during the year. The sixth teaching period would be assigned on a rotating seniority voluntary basis. This would include tenured and non-tenured staff. Assignments of staff to specialized courses such as physics, calculus, AP courses, etc. would be determined by the Superintendent of Schools and School Administrator. No department would be assigned more than four course coverages. There will be no reduction in work force caused by the six-period day except for reductions caused by retirement or unacceptable job performance. Beginning in the 2012-13 School Year all staff can be assigned six teaching periods without additional compensation.
4. Elimination of teaching duties for Athletic Trainer with no extra compensation. Flex time with approval of Athletic Director.

## ARTICLE X

### SECRETARIAL and CLERICAL WORK YEAR, HOLIDAYS AND CLOSING

A) All secretaries will be permitted to leave one half-hour (1/2) after school closes, with the approval of their respective supervisors, on the day before Thanksgiving, Christmas, and Good Friday. In addition, they will have off both days of the NJEA Convention.

B) Friday Dismissal:

All secretaries will be permitted to leave at 3:30 p.m., with the approval of their respective supervisors.

C) Work Hours:

Summer work hours will be 7:45 a.m. through 3:00 p.m. The summer work schedule will begin on the first day immediately following the formal closing of school for staff, and cease one (1) day before the formal opening of school in September. Regular hours will be in effect during the school year 7:45 a.m. - 3:45 p.m. Secretaries required to work beyond contractual hours shall be compensated at the hourly rate of for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

Flex schedule positions are on a need basis, approved by the superintendent, and voluntarily accepted by the employee. Flex position work hours should be consecutive. No loss of job should occur as a result of creating flexible schedule positions.

D) Emergency Closing of School:

The Administrative Office (District Office) shall be closed on snow emergency days, when all other schools in the District are closed, except when the superintendent of schools determines otherwise.

Employees required to work on these days shall receive an hourly rate of \$25.50 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

E) Holidays:

The following paid holidays shall be granted to each clerical employee covered by this Agreement:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day and Day following (Friday)  
Christmas Day  
Columbus Day\*  
Veterans' Day\*

\* If included on the approved school year calendar.

- F) All offices will be closed during the winter and spring recess to coincide with the vacation periods of the teaching staff.

Exception: Any secretarial or clerical employees who have deadlines to meet with registers, state and federal reports, payroll, etc., are required to complete this work during the recess time. However, they will receive \$25.50 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

G) Vacations:

All twelve (12) month employees, covered by this Agreement, shall be entitled to paid vacations as follows:

1. During the first year of employment, each employee shall receive one (1) vacation day per month, for each month of service, up to a maximum of ten days per year. (Employment on, or before, the tenth of a month shall constitute one (1) month of service.
2. After one (1) through eight (8) years of continuous service, each employee shall receive ten (10) vacation days.
3. After eight (8) years of continuous service, each employee shall receive fifteen (15) vacation days.
4. After fifteen (15) years of continuous service, each employee shall receive twenty (20) vacation days.

5. All vacation schedules shall be subject to final approval by the superintendent of schools.

**CUSTODIAL, MAINTENANCE AND FIELD PERSONS**  
**DAILY WORK HOURS AND SCHEDULE**

A) September to June:

1. The workday shall consist of eight (8) hours excluding thirty (30) minutes uninterrupted lunch hour. The Board reserves the right to stagger the lunches. Starting time of each shift shall be designated by the Facilities Manager.
2. In addition to thirty (30) minutes, uninterrupted lunch hour, each employee covered under this contract, shall be entitled to one fifteen (15) minute coffee break per eight (8) hour shift. Time and place of break to be designated by the Facilities Manager.
3. Each workweek shall consist of five (5) days except for bona fide Board approved holidays.

B) Summer Work Hours:

1. The summer work schedule will begin on the first day immediately following the formal closing of school for staff, and cease one (1) day before the formal opening of school in September.
2. The summer workday for all employees, covered under this contract, shall consist of eight (8) hours, excluding uninterrupted lunch hour, and coffee break, as detailed in Paragraph 1 and 2 of Section A. Starting time of the summer workday shall be designated by the Board of Education.
3. Each workweek shall consist of five (5) days; except for bona fide Board approved holidays.

C) Overtime:

1. All work performed, in excess of any workweek of forty (40) hours, or in excess of eight (8) hours in a given work day, shall be compensated at the rate of time and one-half.
2. Any work, performed on a bona fide school holiday, as spelled out in the calendar adopted by the Board of Education, shall be compensated at time and one-half, regardless of the number of hours worked in that week. The exception will be Christmas Day, Good Friday and New Year's Day, which would be double time. All hours worked over eight (8) on any holiday will be paid at double time.

3. In the event of a "call out" after regular working hours, the Board agrees to provide pay for a period of two (2) hours. The CBEA agrees and understands its obligation to work the required two-hour "call out" period.

D) Vacation:

1. All employees, covered by this Agreement, shall be entitled to paid vacations as follows:
2. During the first year of employment, each employee covered by this Agreement, shall receive one (1) vacation day per month for each month of service, up to a maximum of ten (10) days per year (employment on or before the 10th of a month shall constitute one (1) month of service).
3. After the completion of the first contract (all contracts run to June 30), and through the fifth contract, each employee shall receive ten (10) vacation days.
4. Beginning with the sixth (6<sup>th</sup>) consecutive contract year, each employee shall receive fifteen (15) vacation days (2005/2006).
5. Beginning with the fifteenth (15<sup>th</sup>) consecutive contract year, each employee shall receive twenty (20) vacation days of which five (5) days must be used when school is not in session.
6. All vacation schedules shall be subject to final approval by the Superintendent.
7. It should be noted that for purposes of calculating vacation time, July 1st of each year constitutes the date of any change -- not the anniversary date of beginning employment. This is not a change....only a clarification.
8. Any employee employed prior to January 1st of any school year, shall be given credit for one (1) year of service for the purposes of calculating vacation.

E) Holidays:

The following paid holidays shall be granted to each custodial, maintenance and field persons covered by this Agreement:

New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day  
4th of July  
Labor Day  
\*\*Columbus Day

\*\*Veterans' Day  
Thanksgiving Day and day following  
\*Christmas Day and day following

\*In years when Christmas Day is Wednesday, each employee shall be entitled to the two (2) days following Christmas Day as holidays.

\*\*If included on the approved school year calendar.

All custodial and maintenance personnel will work one (1) day and be off one (1) day, of the two (2) day NJEA Convention in November of each school year. The work force will be divided in half, i.e., half will be off on Thursday and half on Friday. Schedules will be arranged by the Facilities Manager. Every effort will be made to stop outside activities on scheduled holidays. The CBEA recognizes that exceptions may occur that require work to be scheduled.

## ARTICLE XI

### TEACHER EVALUATION

#### A) General Criteria

##### 1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

##### 2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report by his evaluator. No such report shall be submitted, to the central office, placed in a teacher's file, or otherwise acted upon, without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

##### 3. Derogatory Material

No material, derogatory to a teacher's conduct, service, character, or personality, shall be placed in his personnel file, unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer to such material, and such written answer shall be attached to the file copy.



#### 4. Teacher Review of Personnel File

The teacher shall have the right to review his personnel file. Teacher will make appointments for personnel file review in the presence of an administrator or designee. Employee has a right to have representation present.

B) A teacher shall be given a copy of his evaluation report prepared by his evaluator. The teacher shall acknowledge receipt of and confirm his knowledge of the written evaluation, by signature. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. No additional comments shall be added by the evaluator once the report has been signed by the person being evaluated.

C) Title 6A – Department of Education - NJAC 6A:32-4.3 through 4.6, Approved September 2005.

1. Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) days thereafter, request, in writing, a statement of the reasons for such non-employment which shall be given to the teaching staff member, in writing, within thirty (30) days after the receipt of such request.

2. The provisions of this act shall be carried out pursuant to rules established by the State Board of Education.

#### D) Supervisory Assistance for Teachers

In the event a teacher seeks the assistance, advice or counseling, of his immediate superior, concerning his teaching performance or related classroom problem, such a request shall be granted, within a reasonable time, at a mutual time acceptable to the parties.

## ARTICLE XII

### ABSENCE ON ACCOUNT OF PERSONAL BUSINESS

#### A) Personal Business Days

1. In the event a unit member has business that can be transacted only during the work hours, three (3) days absence shall be granted with pay.

2. The nature of the personal business need not be stated.

3. Requests for personal days shall be granted upon five (5) calendar days notice to the superintendent of schools or his designee.

4. The notice requirement may be waived by the superintendent in the case of emergency.
5. In the event of a school emergency, the superintendent may reject the request and require attendance on the day requested.
6. Any unused personal business days shall be added to a unit member's accumulated personal illness days for use in subsequent years.

### ARTICLE XIII

#### ABSENCE ON ACCOUNT OF ILLNESS

A) In case of absence from school on account of personal illness, a teacher shall be allowed full pay for ten (10) sick leave days during the school year, as of the first official day of said year. Annual sick leave days shall be accumulated.

B) Accumulative

1. All full time secretarial and clerical, custodian, maintenance and field person unit members shall be entitled to one (1) sick day per month, i.e., twelve (12) days a calendar year for twelve month employees, and ten (10) days a calendar year for ten (10) month employees. Repeated lateness to work shall be grounds for disciplinary action, which may lead to dismissal.
2. Unit members who commence employment after the beginning of the normal work year shall be granted pro-rata sick leave.
3. To be eligible for retirement "bonus" pay, such unit member must have a minimum bank of fifty (50) days. Employees who retire from the City of Burlington School System under the provisions of the NJ Pension Plan shall be reimbursed at the rate of \$70 a day for each unused accumulated sick leave day. Beginning in the 2012-2013 School Year, the sick leave buy-back for all staff will be capped at \$20,000.
4. When an employee dies while in active employment in the District, compensation for unused sick days will become payable to the estate of the employee.
5. Any custodian, maintenance and field person who completes a full year with perfect attendance (no absences other than approved vacation days) will be awarded with a \$250.00 perfect attendance stipend (July 1 through June 30).

C) Sick leave shall be defined as in Title 18A:30-1.

- D) Two (2) days shall be allowed each year for a family leave for illness in the immediate family, to include parents not living in the same household. This leave shall not be deducted from the accumulated personal leave record nor shall there be any deduction in pay. A written physician's certificate may be requested by the superintendent, after an absence of three (3) or more days. Any unused family illness days shall be added to a unit member's accumulated personal illness days for use in subsequent years.
- E) If the absence of any employee, on account of personal illness, exceeds ten (10) days in one (1) school year, plus the accumulated unused days of previous years, the Board will pay such employee each day's salary, less the pay of a substitute, for the length of time, determined by the Board, in each individual case. In the event of extended personal illness, beyond the accumulative sick leave provisions, the Board of Education reserves the right to grant a sick leave of absence and employ a replacement for the sick employee.
- F) When an employee is in the care of a physician, and absence of more than three (3) days is necessary, the superintendent of schools should be given a physician's certificate of the illness. In each case of absence, the employee shall furnish the office a signed statement, certifying to personal illness, before being allowed pay for days absent on account of personal illness. Statement, certifying to absence, shall be made on official forms prepared by the superintendent of schools, and obtained from the building principals. Record of all absences will be kept on file in the superintendent's office.

#### **ARTICLE XIV**

##### **TEMPORARY AND EXTENDED LEAVES OF ABSENCE**

A) Death in the Immediate Family:

In the case of death of members of the immediate family (immediate family, as here used, means husband or wife, children, parents, grandparents, and close in-law relatives, brothers, sisters, or the death of any relative who has lived in the home of the unit member for some time preceding the death), such unit member shall be excused, without loss of pay, for a period not to exceed seven (7) calendar days, if the need is approved by the superintendent of schools. In the case of death of first aunts, uncles, first cousins, nieces, and nephews, one (1) day shall be allowed for the funeral.

B) Court Subpoena:

Except for jury duty and Burlington City School District business, a unit member, who shall be required to attend a court of law by reason of having been served with a subpoena, shall be excused from school, without loss of pay, on account of attendance at court for 2 contract days per school year. Arrangements must be confirmed by the superintendent of schools.

C) Child-Rearing Leaves of Absence:

(The court has held that Title VII, of the Civil Rights Act of 1974, must be interpreted to provide that commencement and duration of leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as applied to other temporary disabilities.) Child-rearing leaves of absence shall be granted to full time unit members under contract. Such a leave shall be without salary. Application for child-rearing leave shall be made to the superintendent of schools, not later than thirty (30) days prior to the effective date of leave requested. Child-rearing leaves may continue for one (1) year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board reserves the right to permit a unit member to return to duty, earlier, if the best interest of the schools is served thereby. All unit members, desiring to return to active duty from leaves of absence, on account of child-rearing leaves of absence, may be asked to pass a medical examination. The Board of Education and the superintendent of schools, assume no responsibility for the reassigning unit members to the same school building or assignment.

D) Other Leaves of Absence:

Leaves of absence, without salary, may be granted by the Board of Education to unit members, under tenure, for reasons of health, advanced study or travel, or other reasonable causes. Applications for extended leaves of absence should be made, in writing, direct to the superintendent of schools for the consideration of the Board of Education. This provision is not to be construed to mean extended vacation.

E) Educational Conferences:

The superintendent of schools may, at his discretion, allow unit members to attend educational conferences or to visit other educational institutions, if it is professionally desirable, without suffering any loss in pay.

## ARTICLE XV

### HOSPITALIZATION AND INSURANCE PROTECTION

- A) The Board shall, when requested in writing, provide health care insurance protection designated below: The Board shall pay the individual premium or 100% of the premium for full family and dependents' coverage, when eligible for said full family and dependents' coverage. NJ State Plan Direct-10 shall be the coverage for all employees. Employees may participate in other plans offered by New Jersey State Health Benefits Program.

- B) A description of the health care insurance coverage, provided under this Article, will be furnished to unit members by the Board.
- C) The Board shall continue to implement a Prescription Plan, for each unit member and dependent, eligible and participating in the Master Policy carried by the Board. It is agreed that the co-payments will be as follows: Effective 7/1/11 through 6/30/14, the co-pay will be as follows: Brand name: \$15 co-pay; Generic: \$10 co-pay; and Mail Order: \$7 co-pay.
- D) The terms of this Article may only be changed by mutual consent of the parties, in writing.
- E) The Board will provide a Dental Program for all contracted unit members, and their families, who are eligible and participating in the Master Policy. Dental plan will include orthodontia and increase liability max from \$1,000 per family member to \$1,500 per family member. Orthodontia maximum is 50% up to \$1,000 lifetime for the individual.
- F) Cash Incentive Program

Pursuant to Section 125 of the Internal Revenue Code, an employee covered by this agreement may drop their health benefits coverage and receive 50% of the cost of the premium in lieu of coverage offered by the Board(See Note 1 below). An employee covered by this agreement may, as an alternative, reduce their health benefits coverage (e.g. go from Family to Single) and receive 50% of the difference between the premium charges in lieu of covered offered by the Board. This cash benefit is taxable in accordance with IRS requirements. This incentive applies to health and prescription benefits. Dental coverage is excluded.

## **ARTICLE XVI** **PUNCTUALITY**

- A) Teachers shall indicate their presence for duty by placing the time in the appropriate column of the faculty "sign-in" roster, electronic roster, or key card.
- B) Elementary teachers shall be free to leave their building at 3:20 p.m. (2:50 p.m. for intermediate school teachers) on Mondays through Thursdays.
- C) High School teachers shall be free to leave their building at 2:40 p.m. on Mondays through Thursdays. The current practice covering Fridays and holiday eves shall continue as is.
- D) Custodian, maintenance and field person with repeated lateness will be grounds for dismissal.

**ARTICLE XVII**  
**NOTIFICATION OF VACANCIES**

- A) No later than May 15th of each school year, the superintendent shall deliver, to the president of the City of Burlington Education Association, a list of any known vacancies which shall occur during the following school year. Any known vacancies, after that date, as aforesaid, will be transmitted to the president of the Association when feasible.
- B) Filing Requests
1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement, of such desire, with the superintendent. Such a statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.
  2. In the determination of requests for transfers or re-assignments, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements, and best interest of the school system, as determined by the superintendent.
- C) Notice of a transfer, or re-assignment, shall be given to teachers as soon as possible.

**ARTICLE XVIII**  
**TUITION REIMBURSEMENT**

A) Teachers

The Board shall provide for a course reimbursement program, for teachers who attend an approved college or university, to the maximum amount of \$45,000 in 2011-2012, \$50,000 in 2012-2013, and \$55,000 in 2013-2014. In order to qualify for reimbursement, the following requirements shall be met.

1. Courses will be of a graduate level, directly related to the teachers' area of instruction, specialty, or related field, and approved by the superintendent of schools in advance of the start of the course.
2. Proof of successful completion of graduate courses shall be provided following completion of course.
  - a. by transcript
  - b. by affidavit where time does not permit

3. Each teaching staff member is eligible for reimbursement of up to nine (9) graduate level credits, up to the maximum of the appropriate, highest prevailing state college rate during the period July 1 through June 30 of any academic year.
4. Teaching staff members shall receive reimbursement for completed, approved, and verified by receipt of transcripts of graduate courses by June 30 of the school year in which the courses were taken in accordance with NJSA 18A:6-8.5. Reimbursement will be based on an equal distribution of funds available.
5. Undergraduate courses shall be reimbursed with the prior written approval of the superintendent.
6. Beginning after July 1, 2004 if an employee leaves the district voluntarily, except for retirement, relocation more than 100 miles, military service or disability according to Social Security, said employee will be responsible for reimbursement for courses taken within the immediate 12 (24 months in the 2006-2007 contract) months prior to the resignation.
7. Minimum grade of B.

B) Secretarial and Clerical, Custodian, Maintenance and Field Person

In the event an application for a non-credit college course is made, the credit value for tuition, comparable to a credit course, will be determined by the superintendent of schools, and will be a pre-requisite to his approval or rejection of such application. Requests for tuition reimbursement will be subject to the following:

The Board shall provide a reimbursement of up to \$150 per credit for the duration of the contract to all unit members who take a course, or courses, provided that said unit member has received prior approval, for said course work, from the superintendent of schools.

Proof of successful completion of course(s) shall be provided no later than September and January, of each school year, following completion of course(s).

Secretarial and clerical, custodian, maintenance and field person employees shall receive reimbursement for verified completion of courses by June 30 of the school year in which the courses were taken.

## ARTICLE XIX

### SALARIES

Salary guide will be mutually developed by both parties.

- A) The salaries of all teachers, covered by this Agreement, are set forth in Schedule A(1), Schedule A(2) and Schedule A(3) which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education. Payment for extra duties and extra-curricular activities are set forth in Schedule B (1), Schedule B (2) and Schedule B (3), which are attached hereto, and made a part hereof, and have been adopted, by the Board, for school years 2011/2012, 2012/2013 and 2013/2014 respectively.
- B) The salaries for all office personnel, covered by this Agreement are set forth in Schedule C (1), Schedule C (2) and Schedule C (3), which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.
- C) Unit members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid, to the employees, according to a schedule of payment(s) throughout the summer, as requested by the unit member.
- D) When a payday falls on, or during, a school holiday, vacation, or weekend, unit members shall receive their paychecks on the last previous working day.
- E) Teachers shall receive their final checks on the last scheduled pay date in June.
- F) Supplemental Pay  
Honorariums and supplemental earnings will be paid at the conclusion of the activity.
- G) Salary Adjustment

The Board will adjust salaries, with regard to place on salary schedule, regarding credits completed, upon receipt of a letter, or affidavit, by September 15th, or February 15th, with final proof, which is receipt of official transcripts, to be furnished by September 30th or February 28th. Actual payment adjustment to be made in the following month, retroactive.

- H) Emergency Coverage of Classes

The Board agrees that the assigning of teachers, for substitute class coverage, in an emergency, shall be on a voluntary basis. In the event no volunteers are available, teachers will be assigned on a rotating schedule. The per class/period rates are listed on the Honorarium Guides.



I) Homebound Instruction

Payments for homebound instruction are listed on the Honorarium Guides.

J) Traveling teachers shall be compensated at the rate of thirty one (31) cents per mile, while using their own automobiles on school business.

K) Whenever possible, mentoring assignments shall be on a voluntary basis. Payments are listed on the Honorarium Guides.

L) Two-Tiered Service Increments

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

Service increments will be paid at the beginning of the 10th, 15th, 20<sup>th</sup> and 25th years of credited teaching experience:

10 years - \$300  
15 years - \$350 (total \$650)  
20 years - \$375 (total \$1025)  
25 years - \$375 (total \$1400)

2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of 15 years of service in the district based on the following payouts:

15 years in District - \$350  
20 years in District - \$375 (total \$725)  
25 years in District - \$375 (total \$1100)

M) Department Chairs', Grades 5 through 12, compensation shall be included in the teacher's base salary for pension purposes in the amount of \$10,420 in 2011/2012, \$10,681 in 2012/2013 and \$10,937 in 2013/2014. Department Chairs will work 10 months plus 10 days.

N) All staff must participate with direct deposit starting July 1, 2009.

O) The salaries for all custodian, maintenance and field persons, covered by this Agreement are set forth in Schedule D, which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.

After the 1994-1995 school year, all raises were granted on a merit basis, based on the annual evaluation conducted by the Board of Education, or its designated agents. Said evaluation will be used to determine salaries. Beginning with the 2009-10 Contract

the employees have been placed on a step guide. The movement of custodial employees on the salary guide commencing July 1, 2010, shall be determined based upon their individual annual evaluations as follows:

- (1) A custodial employee attaining a score of at least a 3.3 will move down and across the salary guide;
- (2) A custodial employee attaining a score below a 3.3 but above a 2.5 will move across the salary guide but remain on the same step; and,
- (3) A custodial employee attaining a score of 2.5 or below will have their salary remain the same for the following year.

The Building Principal and Facilities Manager will sign-off on evaluations.

It is agreed that an Evaluation Review and Revision Committee will be established. The committee will be composed of the Business Administrator, Facilities Managers, and a maximum of three (3) members of the custodial maintenance workforce. The revised evaluation form will be implemented effective July 1, 2010, unless an earlier date is mutually agreed upon by the two parties.

- P) Longevity shall be paid on the following schedule: (Longevity is limited to service in district)

Beginning the 10th year	\$ 300.00
Beginning the 15th year	\$ 650.00
Beginning the 20th year	\$1,025.00
Beginning the 25th year	\$1,400.00

- Q) A tool replacement allowance to a maximum of two hundred (\$200) per year, for mechanics, will be allowed, providing the worn or broken hand tool has been JOB CAUSED. (As determined by the supervisor.)
- R) Uniforms: Five (5) uniforms will be supplied for custodial and maintenance personnel. The employee MUST WEAR THIS UNIFORM WHILE ON DUTY. A work safety jacket and a pair of work shoes will be provided to each maintenance employee, and a pair of work shoes will be provided to each custodial employee. In addition, foul weather gear will be provided to employees as needed.
- S) Safety Glasses: The Board agrees to provide safety glasses to all employees. The cost of any eye examination necessary to determine the proper prescription shall be born by the employee. The Association agrees that it is the absolute responsibility of its members to wear said safety glasses during working hours. Safety goggles may be substituted by mutual agreement.

- T) Commercial Drivers License with Passenger Endorsement: A \$1000 stipend will be paid to an employee who possesses this license. The stipend will be paid at the end of each school year. The employee will be compensated at time and a half if they are not currently scheduled to work.
  
- U) HVAC Technician, Licensed Electrician or Licensed Plumber Schedule  

Each custodian and maintenance employee who is employed in the position of HVAC Technician, Licensed Electrician or Licensed Plumber shall follow the approved salary guide. Employee must request approval from the Board before beginning in the position.
  
- V) When a member of the custodial unit is required by the Board of Education to assume the duties of the Facilities Manager, an extra-duty stipend in the amount of seventy-five dollars (\$75) per day will be paid said employee.
  
- W) The position of Head Custodian is instituted effective July 1, 2000. These positions are considered annual and will be posted each year. Compensation is as follows: BCHS \$5,500.00, WWIS \$3,700.00, Smith and Lawrence are each \$2,400.00. This amount is not considered part of the base salary, but rather as a stipend, to be paid 50% in December and 50% in June.
  
- X) A maximum of 4 employees who have secured an approved Pesticide Applicator's License will be entitled to a \$300 stipend.

**ARTICLE XX**

**PREPARATION TIME**

- A) The Board agrees to provide elementary teachers a minimum thirty (30) continuous minute period, for preparation time, with a minimum of one hundred fifty (150) minutes, per week, and no more than two (2) per day. Unless a situation develops requiring immediate emergency attention, preparation time shall be uninterrupted.
  
- B) All teachers in the intermediate, junior and senior high schools shall have, in addition to their lunch period, one (1) continuous preparation period each day that the students are present.

**ARTICLE XXI**

**PROFESSIONAL DEVELOPMENT**

Up to three (3) school days other than the first day of school shall be used for staff in-service

The Superintendent of Schools shall credit hours towards the "100 Hour" professional development requirement in accordance with the "What Counts" guidelines set forth by the NJ Department of Education.

The Superintendent of Schools or his designee shall provide staff member with an appropriate Certificate of Completion within ten (10) days of the completion of any activity that qualifies for professional development credit under the NJDOE "What Counts" guidelines.

## ARTICLE XXII

### 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, assignment, promotion, transfer, or discipline of unit members, 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) Except as this Agreement shall otherwise provide, all terms and conditions of employment, applicable on the effective date of this Agreement to unit members covered by this Agreement, as established by the policies of the Board in force on said date, shall continue to be so applicable during the 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 unit member benefit existing prior to its effective date.
- C) Any individual contract between the Board and a unit member 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.
- D) Copies of this Agreement shall be made available at the expense of the Board, after agreement with the Association on format, within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all unit members, now employed, hereafter employed, or considered for employment by the Board.
- E) Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so by certified mail or personal service to the following addresses:

If by Association to the Board:  
City of Burlington BOE  
518 Locust Avenue  
Burlington, NJ 08016

If by Board to the Association:  
Mrs. Susan Andris, President  
43 Autumn Lane  
Burlington, NJ 08016

F) No tenure is granted to custodian, maintenance and field person.

## ARTICLE XXIII

### REPRESENTATION FEE

#### A) Purpose of fee

If a unit member does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for the membership year. In the event employment terminates during the course of the school year, said employee will be charged only for the pro rata portion of active employment. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative.

#### B) Amount of Fee

##### 1. Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments, charged by the Association, to its own members, for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

##### 2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal, in amount, to the regular membership dues, initiation fees and assessments, charged by the Association to its own member. The representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year, immediately following the effective date of the change.

#### C) Deduction and Transmission of Fee

##### 1. Notification

Once during each membership year covered in whole or part by this Agreement, the Association will submit, to the Board, a list of those unit members who have

not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members in accordance with paragraph two (2) below, the full amount of the representation fee, and promptly will transmit the amount, so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit member, on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.

- a. Ten (10) days after receipt of the aforesaid list by the Board, or,
- b. Thirty (30) days after the unit member begins his/her employment in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the unit member's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If a unit member, who is required to pay a representation fee, terminates his/her employment with the Board, before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee, during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the association.

5. Changes

The Association will notify the Board, in writing, of any changes in the list provided for in paragraph one (1) above, and/or the amount of the representation fee, prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Unit Members

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

- D) The enactment of the deduction of the representation fee is in accordance with Chapter 477, P.L. 1979, of the New Jersey State Law. The Board will be held 'safe and harmless,' by the Association, in any action taken to stop this representation fee from being deducted from a non-member's paycheck.

**ARTICLE XXIV**

**SECRETARIAL & CLERICAL EMPLOYMENT PROCEDURES**

- A) Any employee employed prior to January 1st of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following year.

B) Resignation

1. An employee who is resigning from her position shall be required to give thirty (30) day notice, to the Administration Office, except for retirement, relocation more than 100 miles, military service or disability according to Social Security.
2. Earned vacation shall be paid according to the proportion of full months worked, to the total contract year, unless proper notice (30 days) has not been given.
3. If the full thirty days (30 days) notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice.

C) Notification of Contract and Salary

Where possible, employees, covered by this Agreement, shall be notified of their contract, and salary status for the ensuing year, no later than May 15th.

- D) All secretarial and clerical assignments, covered by this contract, shall be determined by the superintendent of schools.

E) Seniority

Reduction in force shall be by the seniority for tenured secretaries and clerical personnel within existing job classifications. For purposes of RIF, classifications shall be:

1. 12 month secretaries
2. 10 month secretaries
3. clerk/typists

For purposes of classification, lead secretary high school and bookkeeper/machine operator shall be within 12 month or 10 month secretarial classifications.

ARTICLE XXV

CUSTODIAN, MAINTENANCE AND FIELD PERSON  
EMPLOYMENT PROCEDURES

Any employee employed prior to January 1st of any school year, shall be given credit for one (1) year of service toward the next increment step for the following year.

A) Resignation

1. An employee who is resigning from his position shall be required to give two (2) weeks (14 days) notice to the District Office.
2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice (14 days) has not been given.
3. If the full two (2) week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

B) Notification of Contract and Salary

Employees shall be notified of their contract and salary status, for the ensuring year, no later than May 15th.

- C) All custodial assignments, covered by this contract, will be determined by the Facilities Manager.



D) Termination or Layoff

The Board reserves the right to terminate employment for good cause. When the Board determines a layoff to be necessary, seniority will determine when all else is equal.


ARTICLE XXVI

DURATION OF AGREEMENT

This Agreement shall be effective as of the FIRST day of JULY 2011 and shall continue in effect until June 30, 2014 respectively, but shall not apply to non-tenured unit members whose terms of contract, as to duration, shall be governed by separate, individual contracts. Nor shall this action apply to a contract executed for employment after the school year, included, but not limited to summer school programs and curriculum workshops.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president(s), attested by their respective secretaries this 11<sup>th</sup> day of June, 2012.


ATTEST:

  
Craig H. Wilkie, Business Administrator

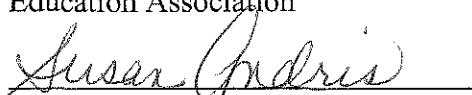
ATTEST:

  
Chris Rivell, Secretary

Board of Education  
City of Burlington

  
Darryl S. Thompson, President  
City of Burlington

Education Association

  
Susan Andris, President

**CITY OF BURLINGTON PUBLIC SCHOOLS  
2011-2012 Teacher's Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	52,940	55,040	56,340	57,540	58,640	59,590
2	53,240	55,340	56,640	57,840	58,940	59,890
3	53,440	55,540	56,840	58,040	59,140	60,090
4	53,740	55,840	57,140	58,340	59,440	60,390
5	53,940	56,040	57,340	58,540	59,640	60,590
6	54,240	56,340	57,640	58,840	59,940	60,890
7	54,540	56,640	57,940	59,140	60,240	61,190
8	54,983	57,083	58,383	59,583	60,683	61,633
9	55,983	58,083	59,383	60,583	61,683	62,633
10	56,983	59,083	60,383	61,583	62,683	63,633
11	58,183	60,283	61,583	62,783	63,883	64,833
12	60,883	62,983	64,283	65,483	66,583	67,533
13	62,098	64,198	65,498	66,698	67,798	68,748
14	64,140	66,240	67,540	68,740	69,840	70,790
15	67,140	69,240	70,540	71,740	72,840	73,790
16	70,340	72,440	73,740	74,940	76,040	76,990
17	73,740	75,840	77,140	78,340	79,440	80,390
18	77,340	79,440	80,740	81,940	83,040	83,990
19	82,520	84,620	85,920	87,120	88,220	89,170
20	87,700	89,800	91,100	92,300	93,400	94,350

## Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the **beginning** of the 10th, 15th, 20th and 25th years of credited experience:

- 10 years - \$300
- 15 years - \$350 (total \$650)
- 20 years - \$375 (total \$1,025)
- 25 years - \$375 (total \$1,400)

## Service Increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the **completion** of the 15, 20 and 25 years of service **in the district:**

- 15 years in District - \$350
- 20 years in District - \$375 (total \$725)
- 25 years in District - \$375 (total \$1,100)

**CITY OF BURLINGTON PUBLIC SCHOOLS  
2012-2013 Teacher's Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,440	55,540	56,840	58,040	59,140	60,090
2	53,740	55,840	57,140	58,340	59,440	60,390
3	54,040	56,140	57,440	58,640	59,740	60,690
4	54,240	56,340	57,640	58,840	59,940	60,890
5	54,540	56,640	57,940	59,140	60,240	61,190
6	54,740	56,840	58,140	59,340	60,440	61,390
7	55,040	57,140	58,440	59,640	60,740	61,690
8	55,340	57,440	58,740	59,940	61,040	61,990
9	55,983	58,083	59,383	60,583	61,683	62,633
10	56,983	59,083	60,383	61,583	62,683	63,633
11	58,183	60,283	61,583	62,783	63,883	64,833
12	60,883	62,983	64,283	65,483	66,583	67,533
13	62,098	64,198	65,498	66,698	67,798	68,748
14	64,140	66,240	67,540	68,740	69,840	70,790
15	67,140	69,240	70,540	71,740	72,840	73,790
16	70,340	72,440	73,740	74,940	76,040	76,990
17	73,740	75,840	77,140	78,340	79,440	80,390
18	77,340	79,440	80,740	81,940	83,040	83,990
19	83,070	85,170	86,470	87,670	88,770	89,720
20	88,800	90,900	92,200	93,400	94,500	95,450

## Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the **beginning** of the 10th, 15th, 20th and 25th years of credited experience:
- 10 years - \$300
  - 15 years - \$350 (total \$650)
  - 20 years - \$375 (total \$1,025)
  - 25 years - \$375 (total \$1,400)

## Service Increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the **completion** of the 15, 20 and 25 years of service **in the district**:
- 15 years in District - \$350
  - 20 years in District - \$375 (total \$725)
  - 25 years in District - \$375 (total \$1,100)

**CITY OF BURLINGTON PUBLIC SCHOOLS  
2013-2014 Teacher's Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,540	55,640	56,940	58,140	59,240	60,190
2	53,740	55,840	57,140	58,340	59,440	60,390
3	54,040	56,140	57,440	58,640	59,740	60,690
4	54,240	56,340	57,640	58,840	59,940	60,890
5	54,540	56,640	57,940	59,140	60,240	61,190
6	54,740	56,840	58,140	59,340	60,440	61,390
7	55,040	57,140	58,440	59,640	60,740	61,690
8	55,340	57,440	58,740	59,940	61,040	61,990
9	55,983	58,083	59,383	60,583	61,683	62,633
10	56,983	59,083	60,383	61,583	62,683	63,633
11	58,183	60,283	61,583	62,783	63,883	64,833
12	60,883	62,983	64,283	65,483	66,583	67,533
13	62,098	64,198	65,498	66,698	67,798	68,748
14	64,140	66,240	67,540	68,740	69,840	70,790
15	67,140	69,240	70,540	71,740	72,840	73,790
16	70,340	72,440	73,740	74,940	76,040	76,990
17	73,740	75,840	77,140	78,340	79,440	80,390
18	77,340	79,440	80,740	81,940	83,040	83,990
19	83,490	85,590	86,890	88,090	89,190	90,140
20	89,640	91,740	93,040	94,240	95,340	96,290

## Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the beginning of the 10th, 15th, 20th and 25th years of credited experience:

- 10 years - \$300
- 15 years - \$350 (total \$650)
- 20 years - \$375 (total \$1,025)
- 25 years - \$375 (total \$1,400)

## Service Increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the completion of the 15, 20 and 25 years of service in the district:

- 15 years in District - \$350
- 20 years in District - \$375 (total \$725)
- 25 years in District - \$375 (total \$1,100)

2011-2012 thru 2013-2014  
ATHLETIC HONORARIUMS

SCHEDULE B(1)

ACTIVITY	<u>2011-2012 and 2012-2013</u>			<u>2013-2014</u>			
	First Year Experience	Second Year Experience	Third Year Experience	First Year Experience	Second Year Experience	Third Year Experience	
FOOTBALL	Head Coach	\$ 9,130	\$ 9,640	\$ 10,508	\$ 9,349	\$ 9,871	\$ 10,760
	Assistant Coaches (4)	\$ 6,191	\$ 6,728	\$ 7,692	\$ 6,340	\$ 6,889	\$ 7,877
BASKETBALL	Head Coach (2)	\$ 8,976	\$ 9,200	\$ 10,400	\$ 9,191	\$ 9,421	\$ 10,650
	Assistant Coach (3)	\$ 5,142	\$ 5,671	\$ 6,709	\$ 5,265	\$ 5,807	\$ 6,870
WRESTLING	Head Coach	\$ 8,976	\$ 9,200	\$ 10,400	\$ 9,191	\$ 9,421	\$ 10,650
	Assistant Coach	\$ 5,142	\$ 5,671	\$ 6,709	\$ 5,265	\$ 5,807	\$ 6,870
TRACK	Head Coach (2)	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
	Assistant Coach (2)	\$ 4,554	\$ 5,071	\$ 6,096	\$ 4,663	\$ 5,193	\$ 6,242
TRACK	Indoor (Winter)	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
SOFTBALL	Head Coach	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
	Assistant Coach	\$ 4,554	\$ 5,071	\$ 6,096	\$ 4,663	\$ 5,193	\$ 6,242
SOCCER	Head Coach (2)	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
	Assistant Coach (2)	\$ 4,554	\$ 5,071	\$ 6,096	\$ 4,663	\$ 5,193	\$ 6,242
FIELD HOCKEY	Head Coach	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
	Assistant Coach	\$ 4,554	\$ 5,071	\$ 6,096	\$ 4,663	\$ 5,193	\$ 6,242
BASEBALL	Head Coach	\$ 6,704	\$ 7,213	\$ 8,195	\$ 6,865	\$ 7,386	\$ 8,392
	Assistant Coach	\$ 4,554	\$ 5,071	\$ 6,096	\$ 4,663	\$ 5,193	\$ 6,242
GOLF	Head Coach	\$ 4,096	\$ 4,676	\$ 5,804	\$ 4,194	\$ 4,788	\$ 5,943
TENNIS	Head Coach (2)	\$ 4,096	\$ 4,676	\$ 5,804	\$ 4,194	\$ 4,788	\$ 5,943
CROSS COUNTRY	Head Coach	\$ 4,096	\$ 4,676	\$ 5,804	\$ 4,194	\$ 4,788	\$ 5,943
INTRAMURALS		\$ 4,394	\$ 4,394	\$ 4,394	\$ 4,499	\$ 4,499	\$ 4,499
WEIGHTLIFTING	Winter	\$ 3,073	\$ 3,486	\$ 3,713	\$ 3,147	\$ 3,570	\$ 3,802
	Spring	\$ 3,073	\$ 3,486	\$ 3,713	\$ 3,147	\$ 3,570	\$ 3,802
CHEERLEADING	Football	\$ 5,058	\$ 5,542	\$ 5,966	\$ 5,179	\$ 5,675	\$ 6,109
	Basketball	\$ 5,780	\$ 6,334	\$ 6,818	\$ 5,919	\$ 6,486	\$ 6,982
COLOR GUARD	Fall	\$ 5,238	\$ 5,740	\$ 6,180	\$ 5,364	\$ 5,878	\$ 6,328
	Winter	\$ 4,877	\$ 5,344	\$ 5,753	\$ 4,994	\$ 5,472	\$ 5,891
JROTC							
Raiders Team		\$ 1,626	\$ 1,781	\$ 1,918	\$ 1,665	\$ 1,824	\$ 1,964
Drill Team		\$ 3,613	\$ 3,959	\$ 4,262	\$ 3,700	\$ 4,054	\$ 4,364
Color Guard		\$ 2,890	\$ 3,167	\$ 3,409	\$ 2,959	\$ 3,243	\$ 3,491
Rifle Team		\$ 3,251	\$ 3,563	\$ 3,836	\$ 3,329	\$ 3,649	\$ 3,928

**2011-2012 thru 2013-2014  
BCHS HONORARIUMS**

**SCHEDULE B(2)**

ACTIVITY		2011-2012 and 2012-2013		2013-2014	
9-12 Yearbook	Editorial	\$	7,605	\$	7,788
	Business	\$	5,713	\$	5,850
9-12 Arrowhead	Advisor	\$	3,255	\$	3,333
Band	Director	\$	16,745	\$	16,745
	Assistant Director	\$	3,175	\$	3,251
Marching Band	Drills Advisor	\$	3,340	\$	3,420
Percussion	Advisor (Fall)	\$	2,660	\$	2,724
	Advisor (Winter-Spring)	\$	2,660	\$	2,724
Jazz Ensemble	Advisor	\$	3,940	\$	4,035
Chorus	Director	\$	4,531	\$	4,640
School Play	Drama	\$	4,137	\$	4,236
	Chorus	\$	1,576	\$	1,614
Chess		\$	3,940	\$	4,035
Student Council		\$	3,910	\$	4,004
Key Club		\$	2,605	\$	2,668
National Honor Society		\$	2,520	\$	2,580
Future Business Leaders of America		\$	1,740	\$	1,782
Future Teachers of America		\$	1,740	\$	1,782

2011-2012 thru 2013-2014  
 BCHS HONORARIUMS

SCHEDULE B(3)

ACTIVITY	2011-2012 and 2012-2013	2013-2014
Director of Publicity	\$ 7,920	\$ 8,110
Coordinator of Vocational Funding	\$ 5,000	\$ 5,120
Coordinator of Driver Education	\$ 1,379	\$ 1,412
Class Advisors (4)	\$ 3,255	\$ 3,333
Faculty Advisor Freshman Transition (2)	\$ 2,505	\$ 2,565
Mock Trial Advisor	\$ 1,525	\$ 1,562
Activities Account Treasurer (12 months)	\$ 6,985	\$ 7,153
Right To Know Coordinator (10 months plus 5 days)	\$ 3,900	\$ 3,994
Driver Ed. Instructors	\$ 49 per hour	\$ 50 per hour
Summer School Teachers	\$ 49 per hour	\$ 50 per hour
After-School Instructors	\$ 49 per hour	\$ 50 per hour
Curriculum Writing	\$ 49 per hour	\$ 50 per hour
Detention Supervisors	\$ 49 per hour	\$ 50 per hour
Saturday Detention	\$ 49 per hour	\$ 50 per hour
Emergency Class Coverage	\$ 27	\$ 28
Homebound Instruction	\$ 49.50 per hour	\$ 51 per hour
Chaperones	\$ 70 per session	\$ 72 per session
Ticket Receipts	\$ 40 per hour	\$ 41 per hour
Peer Leadership (overnight)	\$ 92.70 per night	\$ 95 per night
Mentor Teacher	\$ 975.00	\$ 998

**2011-2012 thru 2013-2014  
7/8 HONORARIUMS**

SCHEDULE B(4)

<u>ACTIVITY</u>	<u>2011-2012 and 2012-2013</u>		<u>2013-2014</u>	
Art	\$	1,773	\$	1,816
Band	\$	4,137	\$	4,236
Battle of the Books	\$	1,960	\$	2,007
Cheerleaders	\$	3,040	\$	3,113
Chorus	\$	2,175	\$	2,227
Class Advisor	\$	3,255	\$	3,333
National Junior Honor Society	\$	2,520	\$	2,580
Science Bowl	\$	1,865	\$	1,910
Student Council	\$	1,960	\$	2,007
Yearbook	\$	1,960	\$	2,007
7/8 Girl's Basketball	\$	4,480	\$	4,588
7/8 Boy's Basketball	\$	4,480	\$	4,588
7/8 Field Hockey	\$	4,480	\$	4,588
7/8 Boy's Soccer	\$	3,650	\$	3,738
7/8 Girl's Soccer	\$	3,650	\$	3,738
7/8 Wrestling	\$	3,650	\$	3,738
7/8 Softball	\$	3,800	\$	3,891



**2011-2012 through 2013-2014  
WWIS HONORARIUMS**

**SCHEDULE B(5)**

<b>ACTIVITY</b>	<b>2011-2012 and 2012-2013</b>		<b>2013-2014</b>	
Newspaper	\$	2,605	\$	2,668
Yearbook	\$	1,450	\$	1,485
Chorus	\$	3,675	\$	3,763
Science Bowl	\$	1,865	\$	1,910
Student Council	\$	1,470	\$	1,505
Intramurals (6)	\$	870	\$	891
Battle of the Books	\$	1,960	\$	2,007
JROTC - Guard (2)	\$	1,380	\$	1,413
Head Teacher	\$	9,249	\$	9,471
Family Support Coordinator	\$	2,970	\$	3,041

## CITY OF BURLINGTON PUBLIC SCHOOLS

2011-2012  
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	32,303	27,551	30,678	25,530
2	32,800	27,751	30,878	25,730
3	33,700	28,001	31,178	25,980
4	34,700	28,251	31,478	26,230
5	35,600	28,501	31,778	26,480
6	35,740	29,233	33,364	27,802
7	36,321	29,933	33,951	28,333
8	36,900	30,500	34,300	30,000
9	38,750	33,400	35,000	31,500
10	54,200	35,037	37,245	33,652

Service Increments for  
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:  
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:
  - 10 years - \$300
  - 15 years - \$350 (total \$650)
  - 20 years - \$375 (total \$1,025)
  - 25 years - \$375 (total \$1,400)

Service Increments for  
Employment After 12/29/95:

2. Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments until completion of service in district:  
At the **completion** of 15, 20 and 25 years of service **in the district:**
  - 15 years in District \$350
  - 20 years in District \$375 (total \$725)
  - 25 years in District \$375 (total \$1,100)

## CITY OF BURLINGTON PUBLIC SCHOOLS

2012-2013  
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	32,303	27,551	30,678	25,530
2	33,000	27,751	30,878	25,730
3	33,700	28,001	31,178	25,980
4	34,700	28,251	31,478	26,230
5	35,600	28,501	32,364	26,969
6	36,500	29,233	33,364	27,802
7	36,500	29,933	33,951	28,333
8	36,900	30,500	34,300	30,000
9	38,000	33,400	35,000	31,500
10	54,945	35,454	37,745	34,069

Service Increments for  
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:  
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:  
10 years - \$300  
15 years - \$350 (total \$650)  
20 years - \$375 (total \$1,025)  
25 years - \$375 (total \$1,400)

Service Increments for  
Employment After 12/29/95:

2. Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments in until completion of service in district:  
At the completion of 15, 20 and 25 years of service in the district:  
15 years in District \$350  
20 years in District \$375 (total \$725)  
25 years in District \$375 (total \$1,100)

CITY OF BURLINGTON PUBLIC SCHOOLS

2013-2014  
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	32,303	27,551	30,678	25,530
2	33,000	27,751	30,878	25,730
3	33,700	28,001	31,178	25,980
4	34,700	28,251	31,478	26,230
5	35,500	28,501	32,364	26,969
6	36,400	29,233	33,364	27,802
7	37,300	29,933	33,951	28,333
8	37,493	30,500	34,300	30,000
9	38,000	33,400	35,000	31,500
10	55,545	35,871	38,245	34,486

Service Increments for  
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:  
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:  
10 years - \$300  
15 years - \$350 (total \$650)  
20 years - \$375 (total \$1,025)  
25 years - \$375 (total \$1,400)

Service Increments for  
Employment After 12/29/95:

2. Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments in until completion of service in district:  
At the completion of 15, 20 and 25 years of service in the district:  
15 years in District \$350  
20 years in District \$375 (total \$725)  
25 years in District \$375 (total \$1,100)

Schedule D  
2011-2012, 2012-2013 and 2013-2014

SCHEDULE D		2011-2012		2012-2013		2013-2014	
	Step			Step		Step	
<u>Class I Custodians</u>							
	1	\$ 24,400		1	\$ 24,400	1	\$ 24,400.00
	2	\$ 25,646		2	\$ 25,600	2	\$ 25,400.00
	3	\$ 26,870		3	\$ 26,870	3	\$ 26,400.00
	4	\$ 28,150		4	\$ 28,150	4	\$ 28,150.00
	5	\$ 29,300		5	\$ 29,300	5	\$ 29,300.00
	6	\$ 29,950		6	\$ 29,950	6	\$ 30,400.00
	7	\$ 31,150		7	\$ 31,150	7	\$ 31,100.00
	8	\$ 31,750		8	\$ 32,237	8	\$ 32,210.00
	9	\$ 33,200		9	\$ 33,000	9	\$ 33,400.00
	10	\$ 34,810		10	\$ 34,405	10	\$ 33,992.00
	Max	\$ 37,300		Max	\$ 38,000	Max	\$ 38,800.00
	Career	\$ 45,100		Career	\$ 46,000	Career	\$ 46,840.00
<u>Class II Custodians</u>							
	1	\$ 23,400		1	\$ 23,400	1	\$ 23,400.00
	2	\$ 24,620		2	\$ 24,620	2	\$ 24,620.00
	3	\$ 25,890		3	\$ 25,890	3	\$ 25,890.00
	4	\$ 33,300		4	\$ 33,300	4	\$ 33,300.00
	Max	\$ 37,200		Max	\$ 38,200	Max	\$ 39,040.00
<u>Utility Worker</u>							
	1	\$ 27,000		1	\$ 27,000	1	\$ 27,000.00
	2	\$ 29,000		2	\$ 29,000	2	\$ 29,000.00
	Max	\$ 36,987		Max	\$ 37,987	Max	\$ 38,827.00
<u>Grounds</u>							
	1	\$ 27,000		1	\$ 27,000	1	\$ 27,000.00
	2	\$ 27,500		2	\$ 27,500	2	\$ 27,500.00
	3	\$ 28,500		3	\$ 28,500	3	\$ 28,500.00
	Max	\$ 54,515		Max	\$ 55,515	Max	\$ 56,355.00
<u>Maintenance</u>							
	1	\$ 32,000		1	\$ 32,000	1	\$ 32,000.00
	2	\$ 33,600		2	\$ 33,600	2	\$ 33,600.00
	3	\$ 36,500		3	\$ 36,500	3	\$ 36,500.00
	4	\$ 39,600		4	\$ 39,600	4	\$ 39,600.00
	5	\$ 39,950		5	\$ 39,950	5	\$ 39,950.00
	Max	\$ 42,500		Max	\$ 43,500	Max	\$ 44,340.00
	Career	\$ 61,000		Career	\$ 62,000	Career	\$ 62,840.00
<u>Maintenance II</u> (HVAC Technician, Licensed Electrician or Licensed Plumber)							
	Max	\$ 45,000		Max	\$ 46,000	Max	\$ 46,840.00

\* a \$3,000 increase (prorated) in the employee's salary will be made upon request and approval of the Board.

Max step is the final step for employees after having moved through the guide.

Career step is for current employees who are off the guide. No employee is added to this step

If a district employee on the Class I Custodians or Utility Worker Schedule "D" salary guide is hired for the position of Grounds Person, the person shall remain on the appropriate guide and receive an additional compensation amount of \$1,500 prorated based on the months employed in the Grounds position.

Schedule D

2011-2012, 2012-2013 and 2013-2014

Longevity shall be paid on the following schedule: (Longevity is limited to service in district)

Beginning the 10th year	\$300.00
Beginning the 15th year	\$650.00
Beginning the 20th year	\$1,025.00
Beginning the 25th year	\$1,400.00

After the 1994-1995 school year, all raises were granted on a merit basis, based on the annual evaluation

(1) A custodial employee attaining a score of at least a 3.3 will move down and across the salary guide; conducted by the Board of Education, or its designated agents. Said evaluation will be used to determine salaries. Beginning with the 2009-10 Contract the employees have been placed on a step guide. The

(2) A custodial employee attaining a score below a 3.3 but above a 2.5 will move across the salary guide but remain on the same step; and,

(3) A custodial employee attaining a score of 2.5 or below will have their salary remain the same for the following year.

The Building Principal and Facilities Manager will sign-off on evaluations.

CITY OF BURLINGTON PUBLIC SCHOOLS  
 Burlington, New Jersey 08016

APPENDIX A

HIGH SCHOOL SCHEDULE  
 EFFECTIVE 9/1/12

	7:35	Teachers Report		
<del>7:40-8:30</del>	7:40 - 8:28	1	48	50
<del>8:33-9:15</del>	8:32 - 9:13	2	41	42
<del>9:18-10:00</del>	9:17 - 9:58	3	41	42
<del>10:03-10:45</del>	10:02 - 10:43	4	41	42
<del>10:48-11:30</del>	10:47 - 11:28	5	41	42
<del>11:33-12:15</del>	11:32 - 12:13	6	41	42
<del>12:18-1:00</del>	12:17 - 12:58	7	41	42
<del>1:03-1:45</del>	1:02 - 1:43	8	41	42
<del>1:48-2:30</del>	1:47 - 2:28	9	41	42

2:40 Teachers Dismiss

Typical Week: ~~25 teaching periods~~ 30 teaching periods  
 5 duty periods  
 5 lunch periods  
~~2 AA periods~~  
~~\*7 records periods~~  
 5 Records Periods  
 Total: 45 periods

~~\*The records periods will be an alternating schedule for each year (7 records, 8 records, 7 records, 8 records, etc.).~~

An ACADEMIC ASSISTANCE period is a time when the teacher is available to provide tutorial help to a student or group of students. There will be 2 AA periods per week. If there are no students for tutorial, the AA may be used by the teacher as a records period. AA could be part of teaching period.