

AGREEMENT BETWEEN
the
HOPATCONG BOARD OF EDUCATION
and the
HOPATCONG OFFICE PERSONNEL ASSOCIATION
July 1, 2019- June 30, 2023

ARTICLE I
RECOGNITION UNIT

The Board hereby recognizes the Hopatcong Office Personnel Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all 10/12 month full-time and part-time personnel, whether under contract, on leave, or a per diem basis, employed by the Board.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

A. Policy Changes

Consistent with Chapter 123, P.L. of N.J. 1974, the Board shall not affect any change in Policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.

B. Deadline Date

The parties agree to enter into collective negotiation over a Successor Agreement in good-faith effort to reach agreement on all matters concerning salaries, hours and other conditions. Such negotiations shall begin not later than December 1st of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement negotiated shall be reduced to writing, be signed by the board and the Association, and be adopted by the Board and the Association.

C. Modification

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.

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

ARTICLE III

GRIEVANCE PROCEDURE

A. A grievance is a claim based upon the interpretation, application, or violation of express contract terms, statutes and rules affecting terms and conditions, policies and administrative decisions.

B. Failure if the aggrieved person to meet the time limits at any step, for any reason, shall result in termination of the grievance.

C. If a grievance is based on a change in terms of employment during the school year, then the management action that gave rise to the grievance shall remain in force and effect until the grievance is resolved.

D. Disposition of grievances at all levels shall be in writing and state with particularity, the basis of the decision to resolve the grievance or the reasons for proceeding to the next level. Copies of correspondence at all levels shall be mailed to the superintendent.

E Level One

1. **Informal:** An employee with a grievance shall first discuss it with her immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally. All grievances shall be discussed with the employee's immediate supervisor within 30 workdays from the time the aggrieved party became aware of the problem.

2. **Formal:** If the aggrieved person is not satisfied with the disposition of her grievance at Level 1, she shall file the grievance in writing with the Principal or Supervisor within five school days after informal discussion of the grievance. The Principal or Supervisor may render his/her written decision within five school days after receipt of the employee's grievance. Copies of the written decision shall be forwarded to the aggrieved employee, Association, and the Superintendent of Schools.

F. Level Two: Superintendent

If the aggrieved person is not satisfied with the disposition of her grievance at Level One, or if no written decision had been rendered within five (5) school days after the written presentation of the grievance, she may file the grievance in writing with the Association. Within five (5) school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools, who shall render a written decision within five (5) school days after receipt of the grievance.

G. Level Three- Board of Education

If the aggrieved person is not satisfied with the disposition of her grievance at Level Two, or if no decision has been rendered within five (5) school days after the grievance was delivered to the Superintendent, she may, within five (5) days after a decision by the Superintendent or fifteen (15) days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit its grievance to the Board. The Association may submit the grievance to the Board within fifteen (15) school days after receipt of a request by the aggrieved person.

H. Level Four- Arbitration

1. If the aggrieved person is not satisfied with the disposition of his grievance at level three or if no decision has been rendered per E above, the Association may within ten (10) days submit the grievance to Public Employment Relations Commission and shall notify the Board in writing of said request for arbitration.

2. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which would require the commission of an act prohibited by law, which is in violation of the terms of this agreement, or which would significantly interfere with the exercises of inherent management prerogatives pertaining to the determination of governmental policy. The decision of the arbitrator shall be submitted to the Board and the Association. The arbitrator's decision shall be non-binding on both parties.

3. 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.

ARTICLE IV

EMPLOYEE RIGHTS AND PRIVILEGES

A. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth. Non-renewal of non-tenured employees is not subject to the grievance process.

B. Whenever any employee is required to appear before the Superintendent, board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then she 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 her and represent her during such meeting or interview. Any suspension of any employee pending charges shall be with pay.

ARTICLE V

DAILY WORK HOURS

A. The workday from September 1st through June 30th shall consist of 8 hours including a 35-minute uninterrupted lunch period.

B. Ten-month secretaries are required to work 200 days from September 1st through June 30th. A schedule of workdays is to be mutually developed between the secretary and her supervisor. Additionally, ten-month secretaries will not be required to work during the period July 1st through August 31st unless agreed to with the supervisor and approved by the Superintendent. Any additional days beyond the required 200 workdays will be compensated at their per diem rate by voucher.

C. Summer Hours: The work day from July 1st through August 31st shall be 6-1/2 hours, including a 35 minute uninterrupted lunch period.

D. Any work performed beyond an individual's scheduled work day, approved by the building principal or office supervisor, shall be compensated at 1.5 times the employee's regular rate of pay.

E. Any work on weekends, or holidays, following the same approval as above, shall be compensated at 2 times the employee's regular rate of pay.

ARTICLE VI

EMPLOYMENT PROCEDURES

A. Resignation

An employee who is resigning from her position shall give the normal two (2) weeks notice.

B. Termination

Any employee terminated shall be given at least two (2) weeks notice of said Termination.

C. Placement of Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on her proper step of the salary schedule. Any employee employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment for the following year. The board may grant up to the third step for the following year. The Board may grant up to the third step of the salary guide for outside experience.

D. Unused Vacation Days

Any accrued unused vacation days shall be granted to any employee upon their leaving the district. The employee will be paid their daily rate of pay for each vacation day not used prior to separation from the district. Said monies shall be paid to them per Board Policy 6840 (Payment of unused leave pay).

E. Transporting Students

1. Office personnel staff shall not be required to drive students.
2. Office personnel staff shall not be required to use their automobiles in the Performance of school duties.

ARTICLE VII

WORK SCHEDULE

A. Vacation Schedule

1. Vacations shall be determined as of July 1, of each year and shall be scheduled to coordinate with assignment work schedules and subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
2. Full time employees shall be eligible for vacations on the following basis:
 - a. Completion of six months of continuous employment as of July 1st, but less than one year, one week vacation with full pay.
 - b. One year to five years of continuous employment as of July 1st, two weeks vacation with full pay.
 - c. After the fifth (5th) year and through the tenth (10th) year of continuous employment, three weeks vacation with full pay.

d. Beginning with the eleventh (11th) year of employment, additional vacation time will accrue at the rate of one (1) day per year or a total of twenty-five (25) days upon the completion of twenty (20) years of service.

3. Any unused vacation days (up to five (5) days) shall be allowed to be carried over to be used in the following year if the vacation time was applied for and denied by the administration.

B. Holiday Schedule

1. All Holidays are scheduled on the premise that the buildings will be closed. If the buildings are open on any of the listed holidays, equitable arrangements, mutually agreed upon, shall be made by the Superintendent and the Association.

2. Scheduled holidays are:

| | |
|----------------------------|-----------------------|
| Independence | New Year's Day |
| Labor Day | Good Friday |
| Thanksgiving Day | Memorial Day |
| Day after Thanksgiving Day | Washington's Birthday |
| December 24 | Veteran's Day |
| Christmas Day | Columbus Day |
| December 31 | |

ARTICLE VIII

INSURANCE PROTECTION

A. Health Coverage

As of June 1, 2020 Benefits will be moved to SEHBP Direct10 or related plans with the continuation of contributions towards benefits.

B. Health Care Coverage

1. The Board of Education will annually select the insurance carrier provided that the coverage is equal to or better than the current plan.

2. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of the insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th. When necessary, payment of premiums in behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

3. Any HOPA employee who is provided Board paid full family insurance coverage and maintains a family policy with their spouse outside of the school district may forego all Board paid health benefits and in lieu of these benefits, these individuals shall receive a cash reimbursement of \$5,000 each year, the maximum allowed under SEHBP Regulations, payable in two payments (December 15 and the last pay in June). In cases where their spouse's coverage is terminated, these individuals shall be entitled to full

reinstatement as per SEHBP to the District health insurance program without penalty. Employees shall not be permitted to arbitrarily move into and out of the health insurance program.

4. Effective with this contract, the Board will provide opt-out for those employees who are entitled to single coverage but choose to opt-out under the same terms as set forth in paragraph 3. The payment will be limited to a maximum payment of \$2,000 payable in two payments (December 15 and the last pay in June).

C. Description to Employees

A description of the health care insurance coverage shall be furnished to the employees in accordance with present policy by October 1 of each year.

ARTICLE IX

SICK LEAVE

A. Accumulative

All 12 month/10 month employees shall be entitled to twelve (12)/ten (10) sick leave days respectively each school year as of the first day of said school year whether or not they report for duty on that day. Unused sick days shall be accumulated from year to year with no maximum limit.

B. Non-accumulative

Non-accumulative additional sick leave benefits shall be allowed to employees according to the following:

The Board of Education may, in the event of an employee's extended illness, pay the employee's salary less a substitute employee's wages for an additional thirty working days in any one year after accumulated days have been used. Request for a Health or Hardship leave will be considered on an individual basis by the Superintendent and/or the Board of Education.

C. Sick Day Reimbursement at Retirement

Employees must have fifteen (15) years of district service and must be officially retiring from the Public Employees Retirement System (PERS). Accrued sick time will be reimbursed as follows and in accordance with PL 2011 and Board Policy 6840:

Any employee with up to 150 sick days will be paid at a rate of \$50 for days 1 through 150 inclusive.

This article is subject to statutory amendment.

ARTICLE X

REDUCTION IN RANK OR JOB CLASSIFICATION

A. Employees shall not be reduced in rank or job classification without just cause.

B. Any reduction in rank or job classification, regardless of compensation shall be subjected to the grievance procedure (Article III).

ARTICLE XI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. Hopatcong Office Personnel will be notified of any vacancies or new positions within the district for secretarial, clerical, bookkeeping or data systems personnel.

Current employees may be considered for these positions should the requisite skills to perform the job functions listed in the job description. Should two employees apply for the same opening, and are equally qualified to perform the necessary functions for the position, the employee with more years of service in the district will be considered by the Administration before one with less years of service.

ARTICLE XII

PROMOTIONS

All qualified employees who desire to apply for a promotional position shall be given adequate opportunity to make application for such positions and no positions shall be filled until all properly submitted applications have been considered. The Board agrees to give due weight to the background and attainments of all applicants, other relevant factors and evaluations. In filling such vacancies, preference shall be given to qualified employees already employed by the Board and when all other factors are substantially equal, length of time in the Hopatcong School District shall be the deciding factor. The decision of immediate Supervisor shall be final and binding.

ARTICLE XIII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Use of Voluntary Requests

If possible, no vacancy shall be filled by means of involuntary transfer or reassignments if there is a qualified volunteer available to fill said position. Final and binding decision shall be made by the Superintendent and/or the Board Secretary.

B. Notice

Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable, except in the cases of emergency.

C. Criteria

When an involuntary transfer or reassignment is necessary, an employee's area of competence, length of service in the Hopatcong School District, length of service in a particular school building, and other relevant factors, including, among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining which employee is to be transferred or reassigned. Such transfers shall be made for the best interests of the school district.

ARTICLE XIV

EMPLOYEE FACILITIES AND EQUIPMENT

The Board of Education and the immediate Supervisor will be responsible to provide all employees with the appropriate equipment and supplies necessary to insure a high quality of work.

ARTICLE XV

EXTENDED LEAVES OF ABSENCE

A. Maternity

1. Natural Birth

The board shall grant maternity leave without pay to any employee upon the request subject to the following stipulations and limitations:

- a. Maternity leave shall commence on the date requested by the employee.
- b. Any employee granted maternity leave without pay according to the provisions of this section may at her discretion elect to substitute all or any part of her accumulated sick leave in lieu thereof and receive full pay and benefits for the same.
- c. Any employee granted maternity leave shall at her request be restored to the exact same position vacated at the commencement of said leave.
- d. No employee shall be prevented from returning to work after childbirth solely on the grounds that there had not been a time lapse and the desired date of return. An employee must provide two weeks notice prior to returning to employment.

2. Adoption

Any employee adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Hopatcong School District in the area of certification or competence.

B. Illness in Family

A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

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

D. Return from Leave

1. Salary

Upon return from leave pursuant to Section A or B of this article, an employee receiving such leave after January 1st shall be considered as if they were actively employed by the Board during the leave and shall be placed on the salary schedule at the level they would have achieved if they had not been absent. Employees beginning leave between July 1st and December 31st shall not receive increment credit for the time spent on leave.

2. Benefits

All benefits to which an employee was entitled at the time their leave commenced, including unused accumulated sick leave, shall be restored to them upon their return, and they shall be assigned to the same position which they held at the time said leave commenced, if available or, if not, to an equivalent position.

E. Extensions and Renewals

All extensions or renewals of leaves shall be applied for in writing and may be granted by the Board.

ARTICLE XVI

TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

Employees shall be entitled to the following temporary leaves of absence with full pay each school year.

1. Personal

Four (4) days leave of absence for personal, legal, business, household or family matters, which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave.

2. Death

Up to four (4) days at any one time in the event of death or serious illness of an employee's spouse, child, parent, grandparents, father-in-law, mother in-law, brother, sister and any other member of the immediate household. In the event of a death of an employee or students in the Hopatcong School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.

ARTICLE XVII

PROTECTION OF EMPLOYEES

A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or wellbeing.

B.

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 shall 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 shall act in appropriate ways as liaison between the employee, the police and the courts.

ARTICLE XVIII

DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

The Board agrees to deduct from the salaries of its employees dues for the New Jersey Education Association, employees individually and voluntarily authorize the Board to deduct. Current records of any corrections shall be inspected by such person as may from time to time be designated by the Hopatcong Office Personnel Association by the 15th of each month following the monthly pay period in which deductions were made.

ARTICLE XIX

MISCELLANEOUS PROVISIONS

A. Board Policy

The Board shall carry out the commitments contained herein and give them full Force and effect as Board Policy.

B. Compliance Between Individual Contract & Master Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.

C. Course Reimbursement

To encourage and promote the growth and training of personnel, the Board of Education will reimburse staff members for 100% of the actual tuition expenses for courses costing \$65 per credit or less. Tuition costs in excess of \$65 per credit will be limited to a maximum reimbursement of \$65 per credit. Registration fee will be reimbursed 100%. Courses must be approved by the Superintendent in accordance with the following criteria:

1. Each course must be within the scope of the staff member's current or future job responsibilities and be taken at a duly authorized institution of higher education, and deemed by the Superintendent to be valuable in improving the performance of the staff member.
2. No reimbursement will be given for courses unless such courses are approved by the Superintendent prior to enrollment.
3. All requests by employees for approval of courses must be channeled through the building principal to the Superintendent as follows:
 - a. Requests for fall semester courses, not later than October 13th.
 - b. Requests for spring semester courses, not later than February 18th.
 - c. Requests for summer semester courses, not later than July 18th.
4. Requests for reimbursement received after the above mentioned dates will not be considered.

5. Reimbursement for approved courses will be paid to staff members as follows:
 - a. Approved fall semester courses, paid February 18th.
 - b. Approved spring semester courses, paid July 18th.
 - c. Approved summer semester courses, paid October 18th.

A transcript showing a final passing grade of "B" and a receipt for tuition and registration fee payment must be submitted along with the business office voucher requesting reimbursement. Vouchers and receipts must be forwarded to the business office at least seven days prior to the payment dates listed above.

6. Since the reimbursement for staff improvement is provided for the benefit of the schools of Hopatcong Borough, no reimbursement will be made for courses taken by staff members who do not receive contracts for the following year or by staff members who for any reason indicate that they are leaving the system.

D. Continuous Service Longevity

1. All current employees will be given a longevity increase of \$450 beginning the 5th year of consecutive service to the school district. Longevity payments will increase to \$575 beginning the 9th year and \$1000 beginning the 12th year of consecutive service to the school district. An employee beginning the 17th year of consecutive years of service to the school district will receive a longevity stipend in the amount of \$1,800. Beginning the 21st year of consecutive years of service to the school district employees will receive a longevity stipend in the amount of \$2,200.

2. Employees hired after December 14, 2011 will receive longevity according to the following schedule:

Anniversary of 10th year- \$1,000

Anniversary of 15th year- \$1,800

Anniversary of 20th year- \$2,200

Longevity calculations will be based upon the employee's anniversary date with the district and not the calendar year. A person transferring employment from one group to another, i.e. paraprofessional to secretary will get credit for years of service toward longevity.

F. Personnel shall be allotted three (3) snow days. These days can be used at the employee's discretion. For any additional snow closings, employees have the option of working or using 1/2 day of their leave time for each snow day called. If the entire district is closed, due to inclement weather, this day will not count as one of the allotted snow days. Personnel will be required to report to work by 10:00 am on snow days. No employee shall be disciplined or reprimanded for choosing not to come in on a snow day.

SALARY GUIDE

- A. Principal's Secretary to receive \$600 differential.
- B. Lead Secretary, Child Study Team, Curriculum and Guidance; to receive \$600 differential.
- C. Board may grant up to third step for outside experience.
- D. Steps do not denote years of service.

- E. Merit increases of 1- 2 1/2% may be granted annually upon recommendation by the immediate supervisor, Superintendent and subject to Board ratification. (See attached Merit Criteria)
- F. Full time clerical staff employed on a ten-month (200 days) basis will be placed upon the appropriate guide step and their salaries prorated at 83.3% of the annual salary entitlement.
- G. Part-time, ten-month and twelve-month (200/240 days) clerical staff will be placed upon the appropriate guide step and paid the hourly rate of that step.
- H. This contract shall commence on July 1, 2019, and shall expire on June 30, 2023. The following reflects the increases in each year of the contract:
- a) Effective July 1, 2019, the base salaries of the Association shall be increased by 2.85%
 - b) Effective July 1, 2020, the base salaries of the Association shall be increased by 2.90%
 - c) Effective July 1, 2021, the base salaries of the Association shall be increased by 2.95%
 - d) Effective July 1, 2022, the base salaries of the Association shall be increased by 2.95%
 - f) All base salary increases are inclusive of any increment and retroactive to the dates referenced above, when applicable.
- I. All newly hired or current employees assuming the title of Secretary to the Principal and Secretary to the Director of Special Services shall receive a Career Ladder adjustment of \$1,800 annually. The \$1,800 shall become part of the individual's full salary for pension purposes, but will not become part of the salary base. Newly hired or current employees assuming the title of Secretary to the Assistant Principal, Lead Curriculum Office Secretary and Lead High School Guidance Secretary shall receive a \$1,500 Career Ladder adjustment annually. The \$1,500 shall be included as part of the total salary, but not added to the salary base. Only twelve-month secretaries who have directly supervised other personnel shall be eligible for Lead Secretary positions, and thus, the Career Ladder adjustment. Should any employee who is receiving a Career Ladder adjustment move to a non-Career Ladder position, they will no longer receive the salary Career Ladder adjustment.
- J. Steps 1-3 on the Salary Guide are entry levels for hiring new employees.

| Step | Base Year | 2.85% | 2.90% | 2.95% | 2.95% |
|-------------|------------------|------------------|------------------|------------------|------------------|
| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
| 1 | \$ 35,463 | \$ 35,762 | \$ 36,287 | \$ 36,938 | \$ 37,625 |
| 2 | \$ 35,580 | \$ 36,537 | \$ 37,062 | \$ 37,713 | \$ 38,400 |
| 3 | \$ 35,688 | \$ 37,312 | \$ 37,837 | \$ 38,488 | \$ 39,175 |
| 4 | \$ 36,436 | \$ 38,087 | \$ 38,612 | \$ 39,263 | \$ 39,950 |
| 5 | \$ 37,221 | \$ 38,862 | \$ 39,387 | \$ 40,038 | \$ 40,725 |
| 6 | \$ 38,709 | \$ 39,637 | \$ 40,162 | \$ 40,813 | \$ 41,500 |
| 7 | \$ 39,311 | \$ 40,412 | \$ 40,937 | \$ 41,588 | \$ 42,275 |
| 8 | \$ 40,200 | \$ 41,187 | \$ 41,712 | \$ 42,363 | \$ 43,050 |
| 9 | \$ 40,826 | \$ 41,962 | \$ 42,487 | \$ 43,138 | \$ 43,825 |
| 10 | \$ 42,125 | \$ 42,737 | \$ 43,262 | \$ 43,913 | \$ 44,600 |
| 11 | \$ 42,819 | \$ 43,512 | \$ 44,037 | \$ 44,688 | \$ 45,375 |

*Each employee will move to the next step of the salary guide effective July 1st of each year. For example, an employee on Step 5 for 2018-2019 (\$37,221), will move to Step 6 for 2019-2020 (\$39,637), and will move to Step 7 for 2020-2021 (\$40,937) and so on.

OFFICE PERSONNEL MERIT

A. CONCEPT/PHILOSOPHY

The purpose of merit pay is to recognize and to reward contracted Hopatcong office personnel whose job performance is superior and who also demonstrate exemplary behavior(s) relative to the merit indicators as specified herein.

B. PERFORMANCE EVALUATION CRITERIA FOR MERIT PAY

In order to qualify for merit pay for the following criteria must be met:

1. Received a minimum rating of 57 on the annual performance evaluation form.
2. Meets all of the following merit indicators:
 - a) Suggests new procedures and/or develops new formats, to save time and/or increase efficiency.
 - b) Voluntarily updates and/or develops new skills and techniques.
 - c) Voluntarily arrives early and/or stays late to contribute to additional "work time" as needed.
 - d) Consistently demonstrates a positive attitude toward accepting new tasks and responsibilities.

C. MERIT PAY STIPENDS

1. An award of one percent of the base salary of the employee in the form of a stipend will be made for superior performance in the range of 57-59 as indicated on the employee's annual performance evaluation form, plus satisfactory fulfillment of the merit indicators listed above.
2. An award of one and a half percent of the base salary of the employee in the form of a stipend will be made for superior performance in the range of 60-62 as indicated on the employee's annual performance evaluation form, plus satisfactory fulfillment of the merit indicators listed above.
3. An award of two and a half percent of the base salary of the employee in the form of a stipend will be made for superior performance in the range of 63-65 as indicated on the employee's annual performance evaluation form, plus satisfactory fulfillment of the merit indicators listed above.

D. MERIT PAY ELIGIBILITY

An employee's eligibility for a merit pay stipend is contingent upon the recommendation for such merit by their immediate supervisor(s) to the Superintendent of Schools, along with the Superintendent's approval for such payment to be made by the Board of Education.

E. PAYMENT

Merit pay shall be made in a lump sum payable on July 31 of the year in which merit is recommended. This stipend shall be payable in that year only and will not be included as part of any base salary adjustment in any subsequent year.

GUIDE FOR CALCULATING SECRETARIAL MERIT

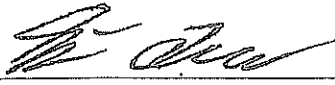
Rating of 57, 58, 59 = 1%

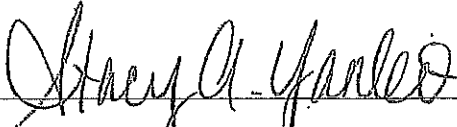
Rating of 60, 61, 62 = 1 1/2%

Rating of 63, 64, 65 = 2 1/2%

FOR THE BOARD:

FOR THE ASSOCIATION:

By: 
Board Vice President
Scott Francis

By: 
HOPA President
Stacy Yanko